Textura – CMS Integration
User Manual

Version 2.0

June 16, 2008

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1 Overview

Description

This manual is a guide for utilizing the interfaces between Textura and CMS, processing the related workflow in both systems. Information for setting up the interfaces can be found in the Installation Guide. It is not intended to be a guide for the AS400 or CMS. For more information on the AS400 and CMS, please refer to the appropriate user documentation for these systems.

Interface Development Approach

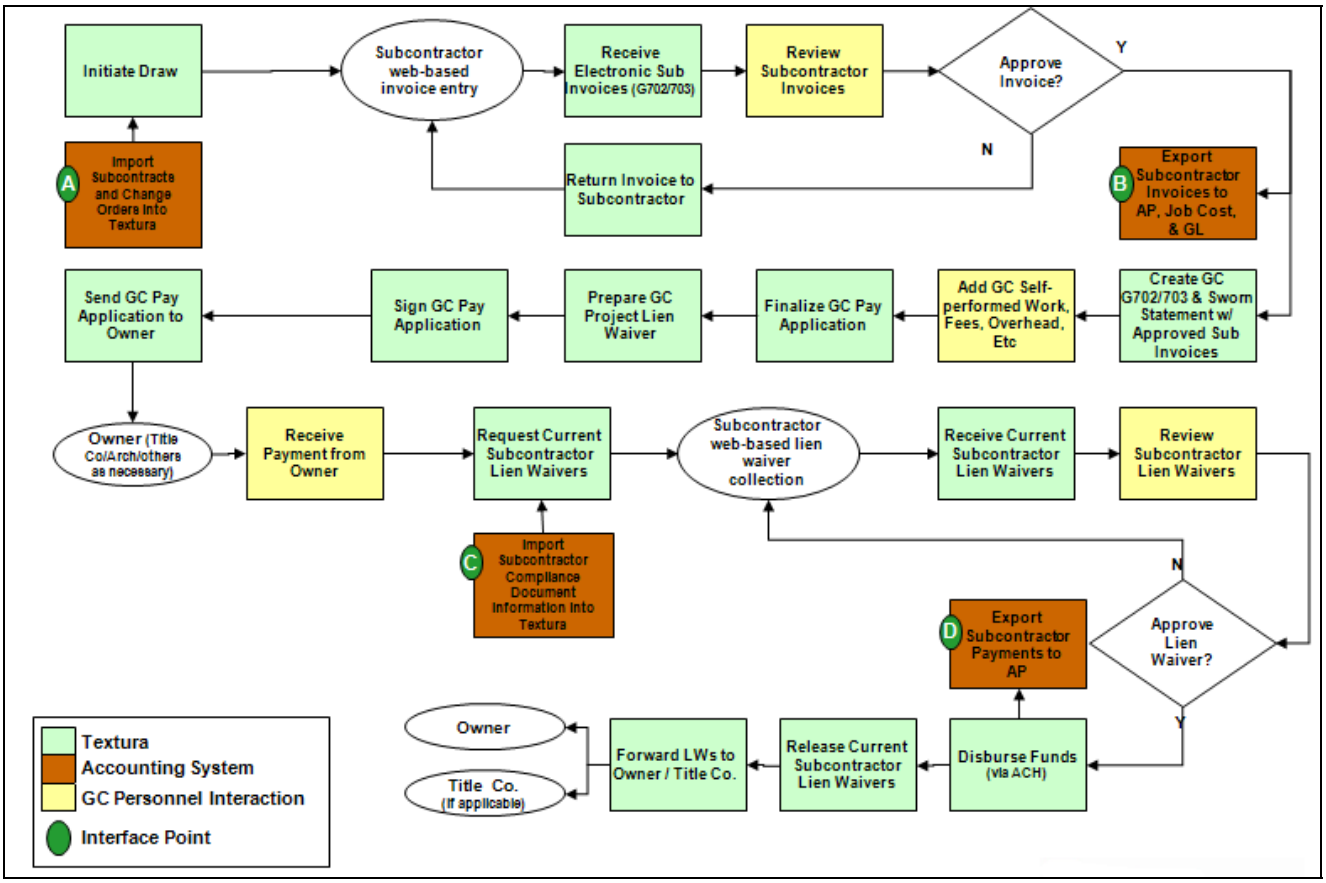
In developing the interfaces with CMS, we followed an approach of leveraging native CMS and AS400 capabilities wherever possible and a strict policy of not modifying CMS code. The interface with CMS is based on programs external to CMS and database triggers used to capture the information.

Textura – CMS Workflow Summary

Integrating Textura with CMS will provide efficiencies in your payment application process. The most common interface points are:

- **Subcontracts**: Download subcontracts from CMS to Textura using an automated process on a regularly scheduled basis.
- **Subcontract Change Orders**: Download subcontract change orders from CMS to Textura using an automated process on a regularly scheduled basis.
- **Legal Documents**: Download legal and compliance information from CMS to Textura using an automated process on a regularly scheduled basis.
- **Subcontractor Invoice Entry**: Export approved subcontractor invoice information from Textura to a file formatted for batch processing in CMS.
- **Subcontractor ACH Payment Entry**: Export subcontractor ACH payment information from Textura to a file formatted for posting in CMS.

Textura Billing Process



A. Subcontracts/Subcontract Change Orders

Subcontracts will be entered into CMS using the same process as today with one exception: if the subcontract is going to be billed through Textura, the subcontract must be tagged with the keyword ***textura** on the file. This can be accomplished by selecting **F8** when entering the record and typing ***textura** in the text field. This entry is not case sensitive.

Once a subcontract has been entered into CMS, a program will be triggered automatically using the AS400 Job Scheduler to transfer the Textura-managed subcontracts from CMS to Textura. This transfer can occur once or multiple times per day based on the customer's preference.

Duplicate subcontracts will be ignored when presented to Textura. If a change is made in CMS after the subcontract is transferred to Textura, then the user will need to make that change in both CMS and Textura.

Subcontract Change Orders

Subcontract Change Orders will be entered into CMS using the same process as today. For those contracts that have been identified with the ***textura** keyword, the change orders will be logged in a file for download to Textura. The transfer of subcontract change orders will be handled using the same process as described for Subcontracts, and only approved change orders are exported.

Duplicate subcontract change orders will be ignored when presented to Textura.

B. AP Invoices

Subcontractor invoices will be entered directly into Textura by the subcontractors for any Textura-managed project. Project Managers will be responsible for approving the subcontractor invoices within Textura. On a daily basis, all approved subcontractor invoices will be retrieved and formatted in preparation for a batch import into CMS. Duplicate invoice numbers will be rejected by CMS.

Once an invoice has been approved, if there are any changes made in Textura, the changes will have to be made in CMS separately. At this time, the interface process will not identify modified invoices.

C. Legal Documents

Legal document information will be entered into CMS using the same process as today. For those contracts that have been identified with the ***textura** keyword, the legal document/compliance information will be logged in a file for download to Textura.

D. Payments

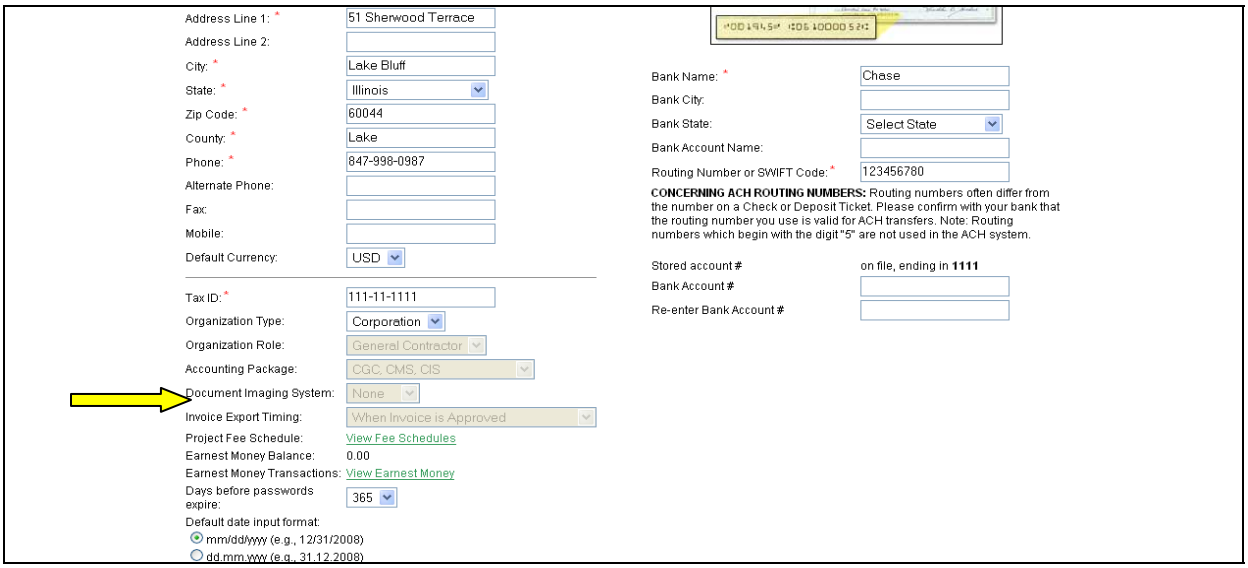
Subcontractor payments will be made via ACH through Textura for any Textura-managed subcontract. The Disburser will be responsible for disbursing funds through Textura as usual. On a daily basis, all subcontractor ACH payments will be retrieved and formatted in preparation for import into CMS. Each day, one user will need to complete the posting process into CMS. Payments made to subcontractors with Textura-managed subcontracts via manual check will be handled in the same way they are handled today within CMS.

2 Identifying your Accounting Package in Textura

Setting up your Accounting Package

The **Textura Administrator** must identify the Accounting Package (interface) that is used when the Organization set up in Textura. When an Organization is invited to join a project on Textura, the **Edit Organization** link is displayed on the main home page. Click this link.

The system displays the Edit Organization page.


Address Line 1: * 51 Sherwood Terrace
Address Line 2:
City: * Lake Bluff
State: * Illinois
Zip Code: * 60044
County: * Lake
Phone: * 847-998-0987
Alternate Phone:
Fax:
Mobile:
Default Currency: USD
Tax ID: * 111-11-1111
Organization Type: Corporation
Organization Role: General Contractor
Accounting Package: CGC, CMS, CIS
Document Imaging System: None
Invoice Export Timing: When Invoice is Approved
Project Fee Schedule: View Fee Schedules
Earnest Money Balance: 0.00
Earnest Money Transactions: View Earnest Money
Days before passwords expire: 365
Default date input format:
mm/dd/yyyy (e.g., 12/31/2008)
dd.mm.yyy (e.g., 31.12.2008)
Bank Name: * Chase
Bank City:
Bank State: Select State
Bank Account Name:
Routing Number or SWIFT Code: * 123456780
CONCERNING ACH ROUTING NUMBERS: Routing numbers often differ from the number on a Check or Deposit Ticket. Please confirm with your bank that the routing number you use is valid for ACH transfers. Note: Routing numbers which begin with the digit "5" are not used in the ACH system.
Stored account # on file, ending in 1111
Bank Account #
Re-enter Bank Account #

Verify the correct accounting package and Invoice Export Timing is selected.

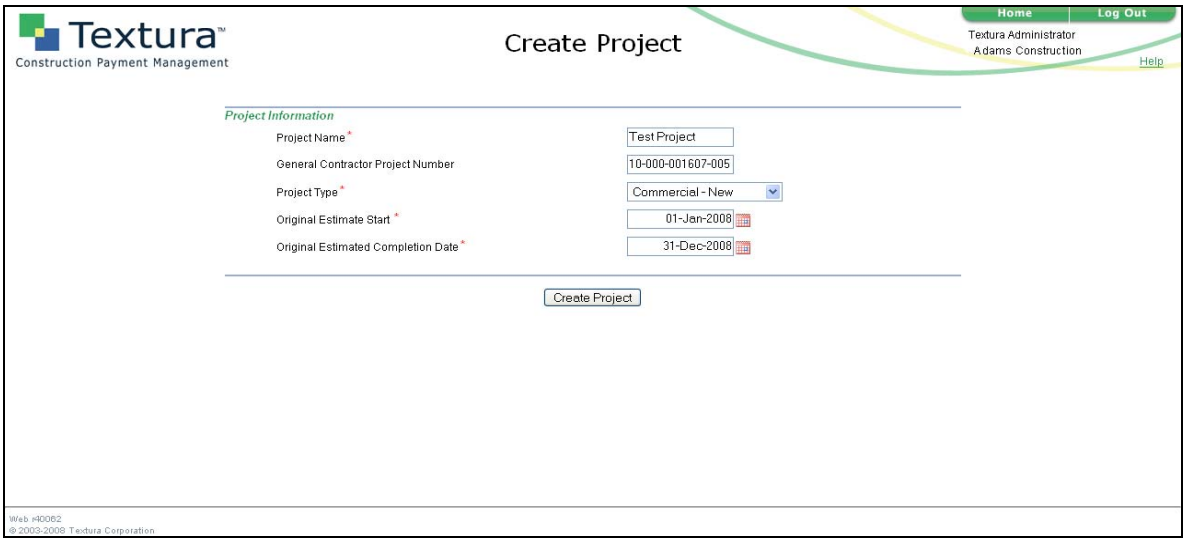
If your Accounting Package is not set up when you edit your organization, contact your Textura System Administrator and they will be able to update your Accounting Package.

Creating the project in Textura

When creating a project, type your CMS job number in the Internal Project Number field. These fields must match between the two systems in order for the interface to work properly, as Internal Project Number is one of the unique identifiers for the interface.

Project Number - This needs to be in a format that will be recognized by the interface. The format should be:

Company	Division	Job No.	Sub Job No.	
10	000	001607	005	=(10-000-001607-005)



Once the project is setup in Textura, it will be ready to receive subcontracts, subcontract change orders, and legal document information as entered into CMS.

If you enter subcontracts and try to download them to Textura prior to setting up the minimum project information, you'll have to resend the subcontracts again in order to get them entered into Textura. See "Section 7: Textura Send/Receive Scheduler" for information on how to resend subcontracts and subcontract change orders to Textura.

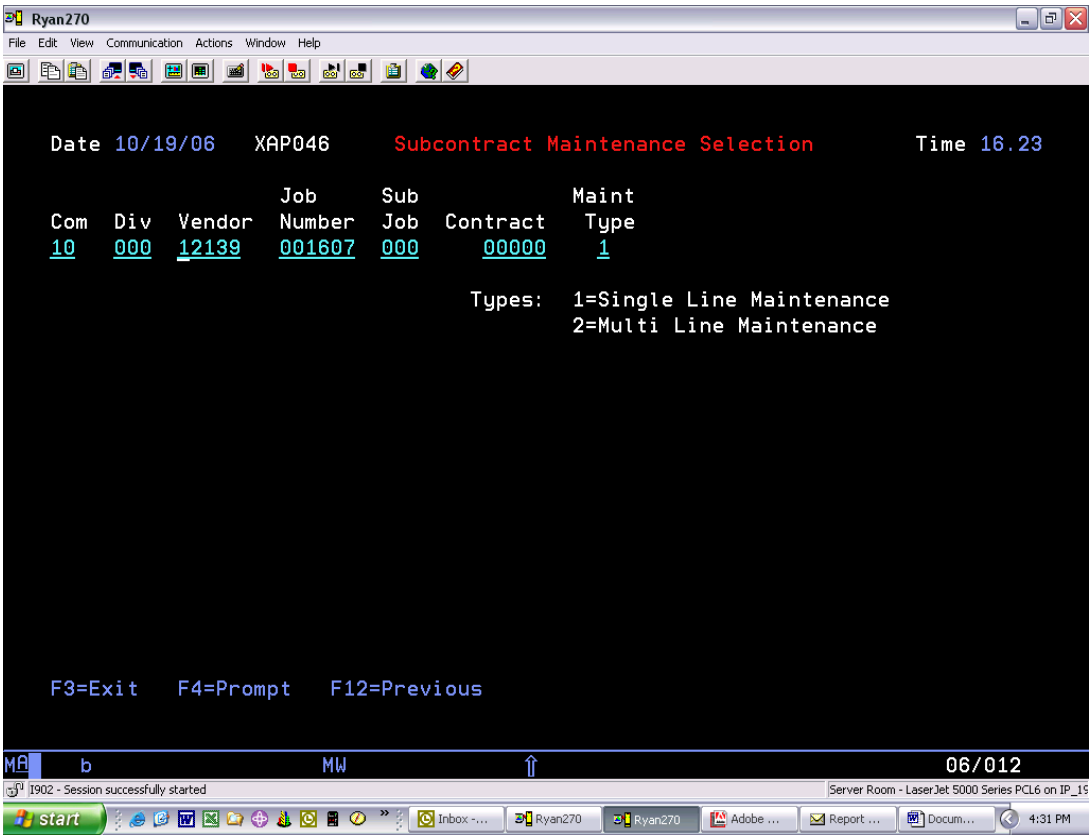
3 Subcontracts Interface

Identify the Textura-managed subcontract in CMS

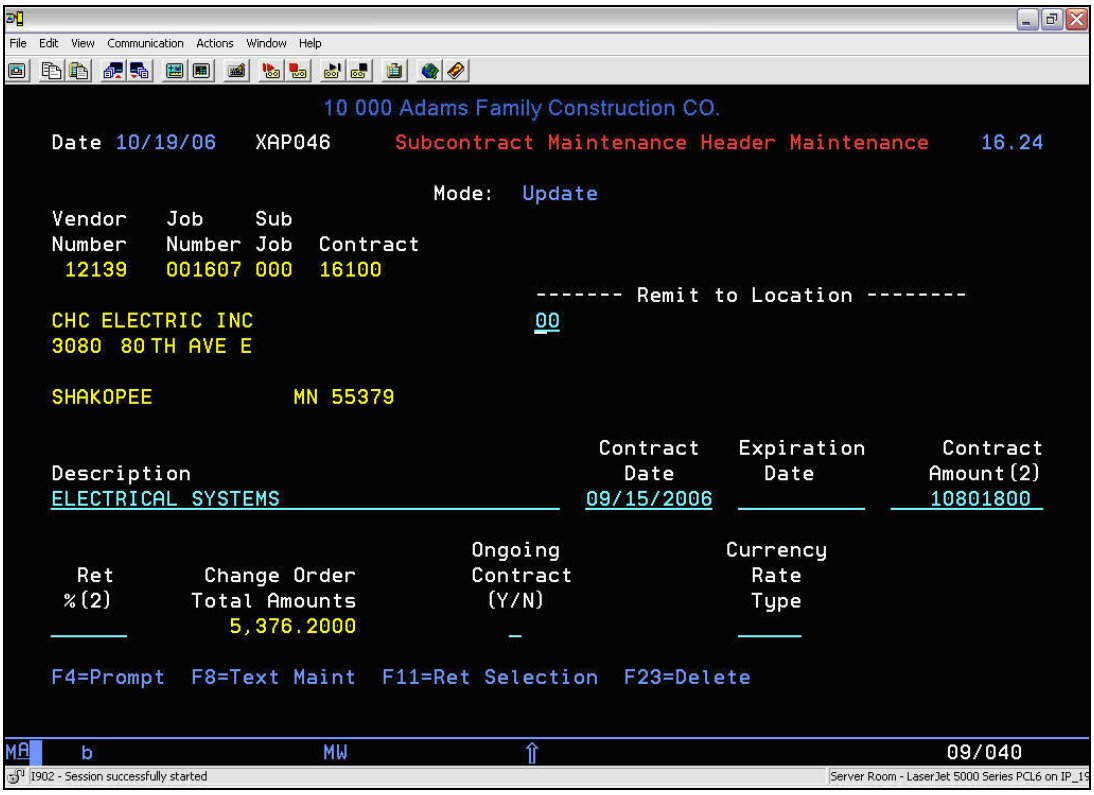
For subcontracts that are going to be managed through Textura, they need to be tagged as a Textura-managed subcontract when entered into CMS.

To identify a subcontract as a Textura-managed subcontract, the user must perform the following:

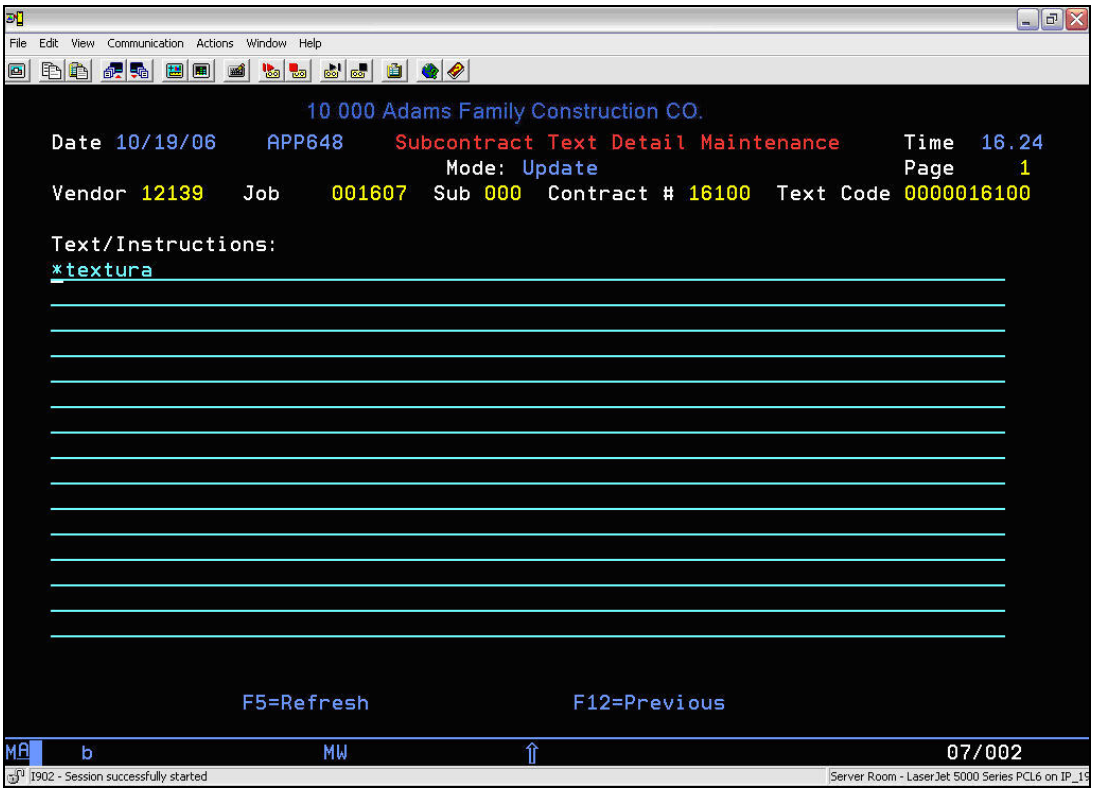
From the Subcontract Maintenance Screen in CMS, type the **Vendor** and **Job Number**.



From the Subcontract Maintenance Header Maintenance, press **F8** = Text Maint.



On the Subcontract Text Detail Maintenance screen, type the keyword ***textura** in the **Text/Instructions** field.


File Edit View Communication Actions Window Help
10 000 Adams Family Construction CO.
Date 10/19/06 APP648 Subcontract Text Detail Maintenance Time 16.24
Mode: Update Page 1
Vendor 12139 Job 001607 Sub 000 Contract # 16100 Text Code 0000016100
Text/Instructions:
*textura
F5=Refresh F12=Previous
MA b MW 07/002
I902 - Session successfully started
Server Room - LaserJet 5000 Series PCL6 on IP_19

At this point, the subcontract information that you have entered and identified as Textura-managed with the ***textura** keyword will be downloaded to Textura and associated with the Textura project if the project numbers match. The format for project numbers in Textura must equal: Company – Division – Job Number – Sub Job Number (e.g., 10-000-001607-005).

Exporting subcontracts to Textura

The process of exporting subcontracts to Textura will be managed by the AS400 Job Scheduler. See “Section 7: Textura Send/Receive Scheduler” for more information on scheduling the job to download subcontracts and subcontract change orders.

Managing Sub-Jobs in Textura

Textura offers two options for managing sub-jobs interfaced from CMS,

Option 1

Each job/sub-job combination in CMS represents a single project in Textura (e.g., 1234-000 and 1234-002 would each be considered a project in Textura). Each project has the following:

- Separate Project Budgets (SoV)
- Separate Contracts
- Separate Pay Applications for both GC and subcontractors

For Option 1, there is nothing that you need to do differently in Textura or CMS from what you do today for the interfaces. When you create the project number in Textura, it should include Company – Division – Job Number – SubJob Number. If you have two sub-jobs, you'll have two projects in Textura. When you add the *textura keyword to contracts in CMS, the interface will pull those contracts into the appropriate project within Textura.

Option 2

All job/sub-job combinations are rolled together into a single project in Textura (e.g., 1234-000, 1234-001 and 1234-002 would be considered one project within Textura). The project has the following:

- One Project Budget (SoV)
- One contract with multiple contract components for each subcontractor
- One pay application from each subcontractor

Note: Option 2 is an on/off setting (i.e. you can't have two sub-jobs under the same job number as one project in Textura and a third sub-job under the same job number as a separate project in Textura.

For Option 2 there is one minor change that needs to be made in the Textura project settings and a few key things to remember when setting up the subcontracts in CMS.

Option 2 Project Setting Modifications

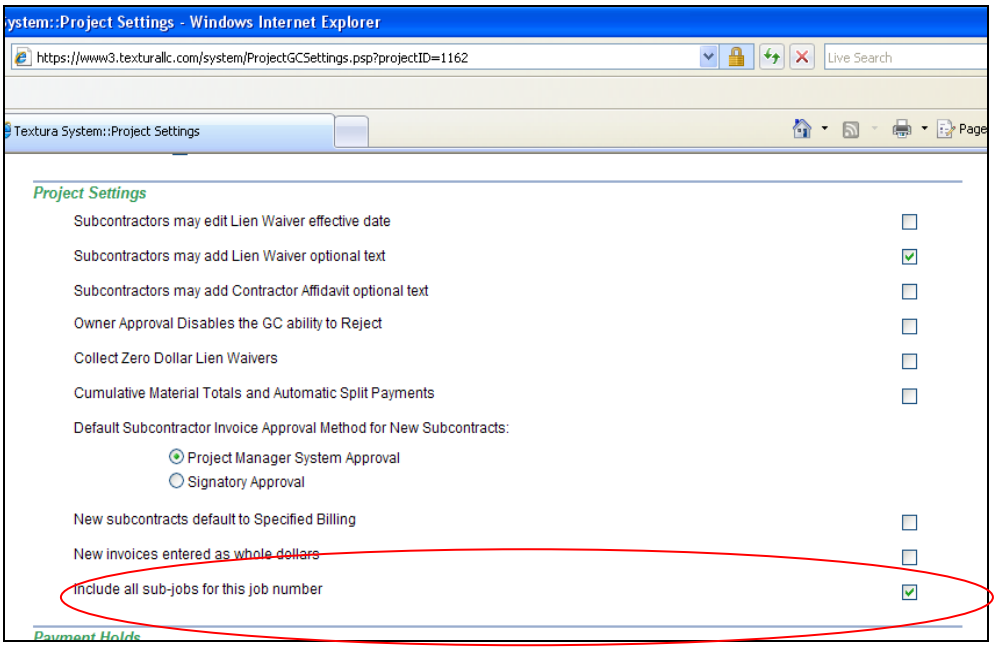
To interface subcontracts from CMS to Textura under Option 2,

1. Setup the project in Textura as you normally do using the primary Job-SubJob number combination in to populate Textura "internal project number" field (e.g., 11-000-1234-000).

2.From the Project Home Page, click the **Project Setup** menu and select **Project Settings**.

The system displays the Project Settings page.

3.Scroll down to the Project Settings section and check the **Include all sub-jobs for this job number** checkbox.


ystem::Project Settings - Windows Internet Explorer
https://www3.texturallc.com/system/ProjectGCSettings.psp?projectID=1162
Live Search
Textura System::Project Settings
Page
Project Settings
Subcontractors may edit Lien Waiver effective date
Subcontractors may add Lien Waiver optional text
Subcontractors may add Contractor Affidavit optional text
Owner Approval Disables the GC ability to Reject
Collect Zero Dollar Lien Waivers
Cumulative Material Totals and Automatic Split Payments
Default Subcontractor Invoice Approval Method for New Subcontracts:
Project Manager System Approval
Signatory Approval
New subcontracts default to Specified Billing
New invoices entered as whole dollars
Include all sub-jobs for this job number
Payment Holds

4.Setup your subcontracts in CMS:

a. For a subcontractor with only one subcontract, setup the subcontract as you normally would using the appropriate job/sub-job and mark with the *textura keyword.

b. For a subcontractor with subcontracts on multiple sub-jobs, setup the initial subcontract on the first sub-job as you normally would.

For the subsequent sub-jobs, create a zero dollar contract on the new sub-job and create change orders to add the total dollars to the contract. Mark all contracts with the *textura keyword.

IMPORTANT: In order to manage the multiple subcontracts in CMS as a single subcontract in Textura, the following conditions must apply:

- Contract Numbers must be the same on each sub-job for an individual subcontractor.
- Subcontract Item Numbers must be different for each contract component across all sub-jobs for an individual subcontractor.

The following example in CMS would interface correctly to Textura for this subcontract because all item #'s are unique across sub jobs 990 and 991.

Job #	Sub-Job #	Contract #	Item #	Amount
1234	990	12190	01	$25,000.00
1234	990	12190	02	$10,000.00
1234	991	12190	10	$40,000.00
1234	991	12190	11	$12,000.000

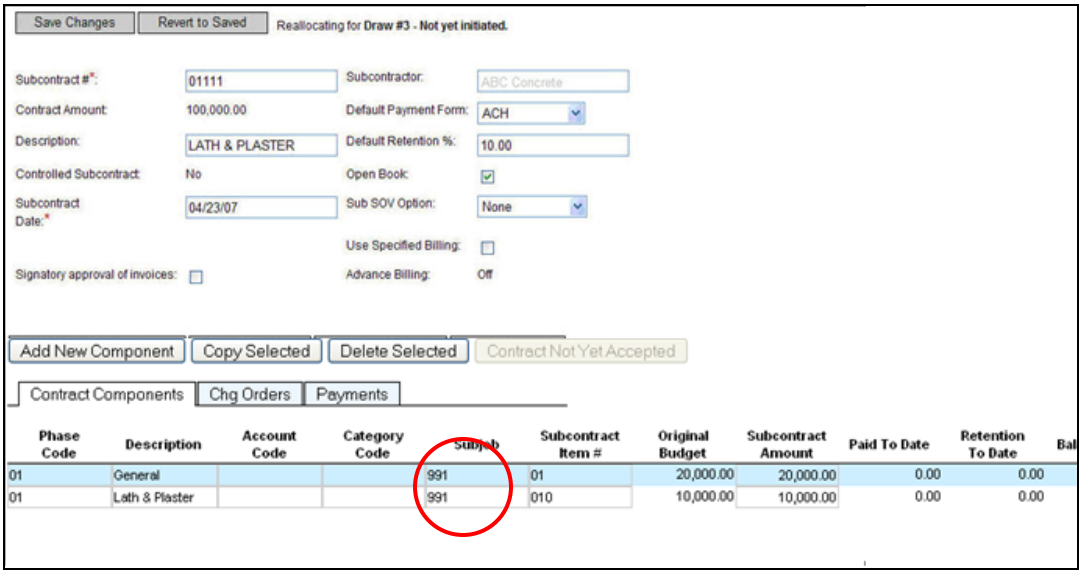
-

The following example would not interface correctly because the item #'s are not unique.

Job #	Sub-Job #	Contract #	Item #	Amount
1234	990	12190	01	$25,000.00
1234	990	12190	02	$10,000.00
1234	991	12190	01	$40,000.00
1234	991	12190	02	$12,000.000

5. When the interface exports the subcontracts to Textura, the sub-job numbers are stored on the Contract Maintenance screen in the **Subjob** field. The **Subjob** field will not be populated for the primary sub-job number (i.e. the sub-job used in the Textura internal project number).

In the example below, the internal project number is 11-000-1234-990 and the second sub-job number is 991. You can see that '991' has been stored for two of the contract components in the Subjob field. Also, please note that the subcontract item numbers continue to be unique.



Based on the setup above, the Textura to CMS interfaces will upload invoice and payment records to the correct job/sub-job coding in CMS.

Completing the subcontract in Textura

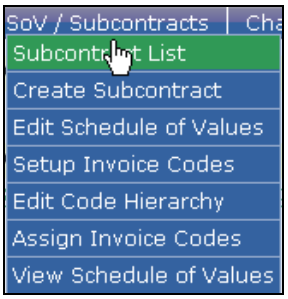
Introduction

Subcontracts are entered in CMS and exported to Textura. Textura will accept all subcontracts new to Textura. If a subcontract is currently incomplete in Textura, the subcontract will be updated if included in the export file. If the subcontract is already "complete" in Textura, the record will be rejected as a duplicate if it is included in the export file.

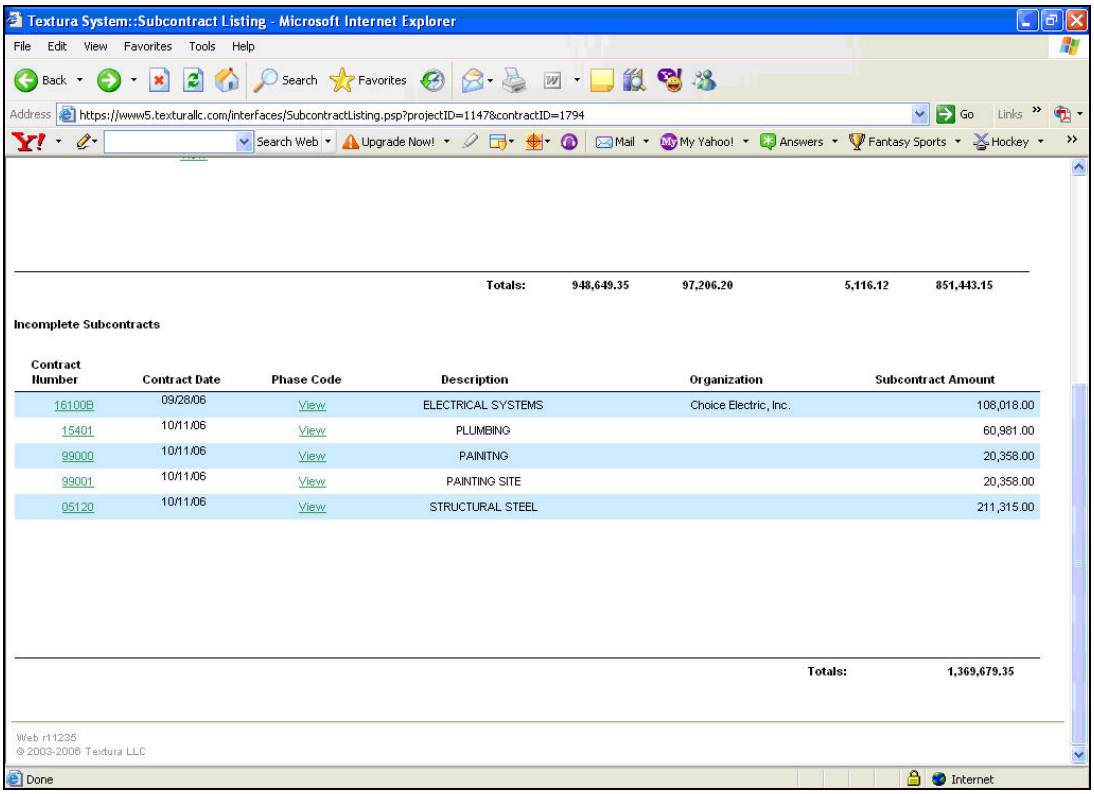
Subcontracts will be imported into Textura as incomplete subcontracts if the Vendor ID has not been assigned to a project previously and the GC's SoV is more than one line.

If the Vendor ID has been previously assigned, **and** the SoV is one line, the subcontract will automatically be imported as complete.

1. To view the incomplete subcontracts, from the Project Home Page, click **SoV/Subcontracts** and select **Subcontract List**.



The system displays the Subcontract Listing page with the subcontracts.


Textura System::Subcontract Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://www5.texturallc.com/interfaces/SubcontractListing.psp?projectID=11478&contractID=1794
Totals: 948,649.35 97,206.20 5,116.12 851,443.15
Incomplete Subcontracts
Contract Number | Contract Date | Phase Code | Description | Organization | Subcontract Amount
16100B | 09/28/06 | View | ELECTRICAL SYSTEMS | Choice Electric, Inc. | 108,018.00
15401 | 10/11/06 | View | PLUMBING | | 60,981.00
99000 | 10/11/06 | View | PAINITNG | | 20,358.00
99001 | 10/11/06 | View | PAINTING SITE | | 20,358.00
05120 | 10/11/06 | View | STRUCTURAL STEEL | | 211,315.00
Totals: 1,369,679.35
Web r11235
© 2003-2006 Textura LLC
Done
Internet

2. Click the **Contract Number** link for each Incomplete Subcontract.

The system displays the Contract Maintenance page.

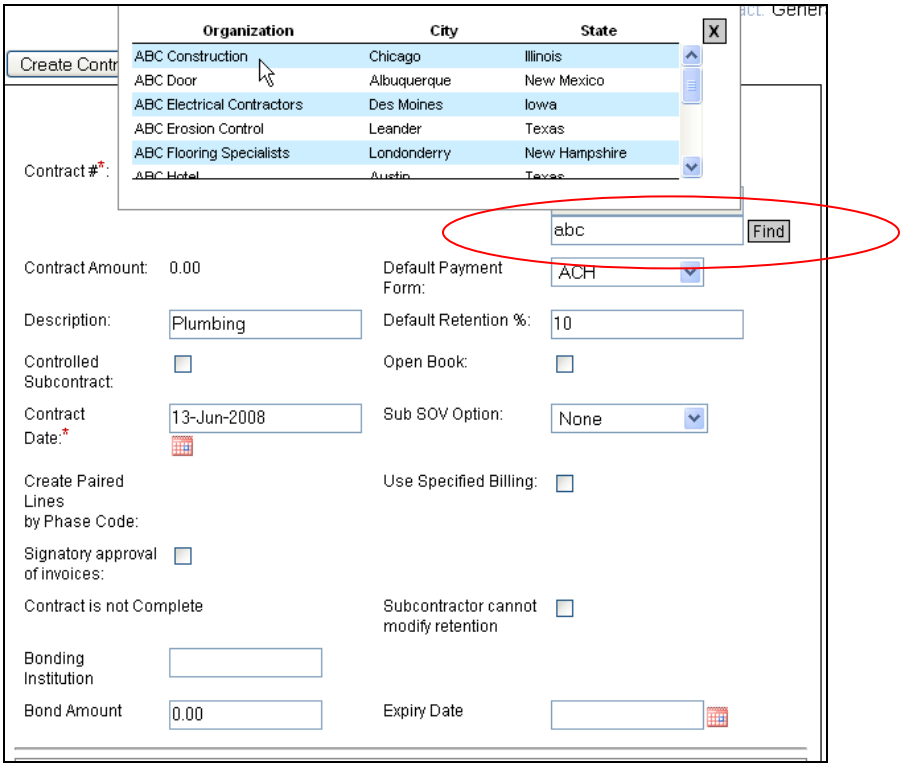
3. Click on the **Edit Settings** button

Note: The Item Number is fed over from CMS; NEVER manually adjust the item number.

The system displays the Contract Maintenance Page:

4. Type in the Subcontractor's Company Name next to Organization; click the **Find** button.

5. Select the proper organization name and the grey box above will auto-populate

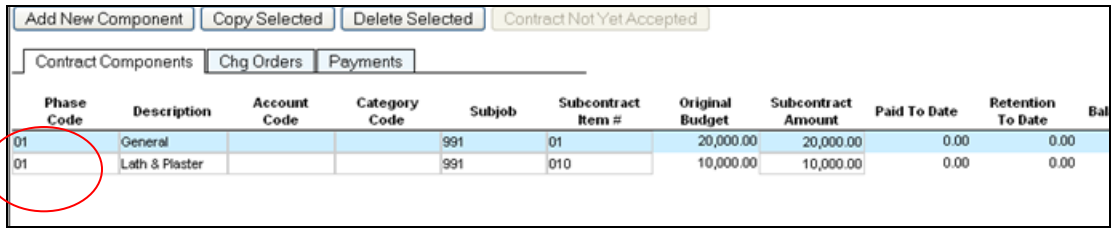


Note: This will only have to be done once. Going forward, Textura will remember the association between the Vendor ID and the organization.

6. At the bottom of the screen is the contract component. Select the **Phase Code** and **Description**; click **Save Changes** (Top of Screen)

*If the GC's SoV is only one line, the **Phase Code** will automatically be assigned.*

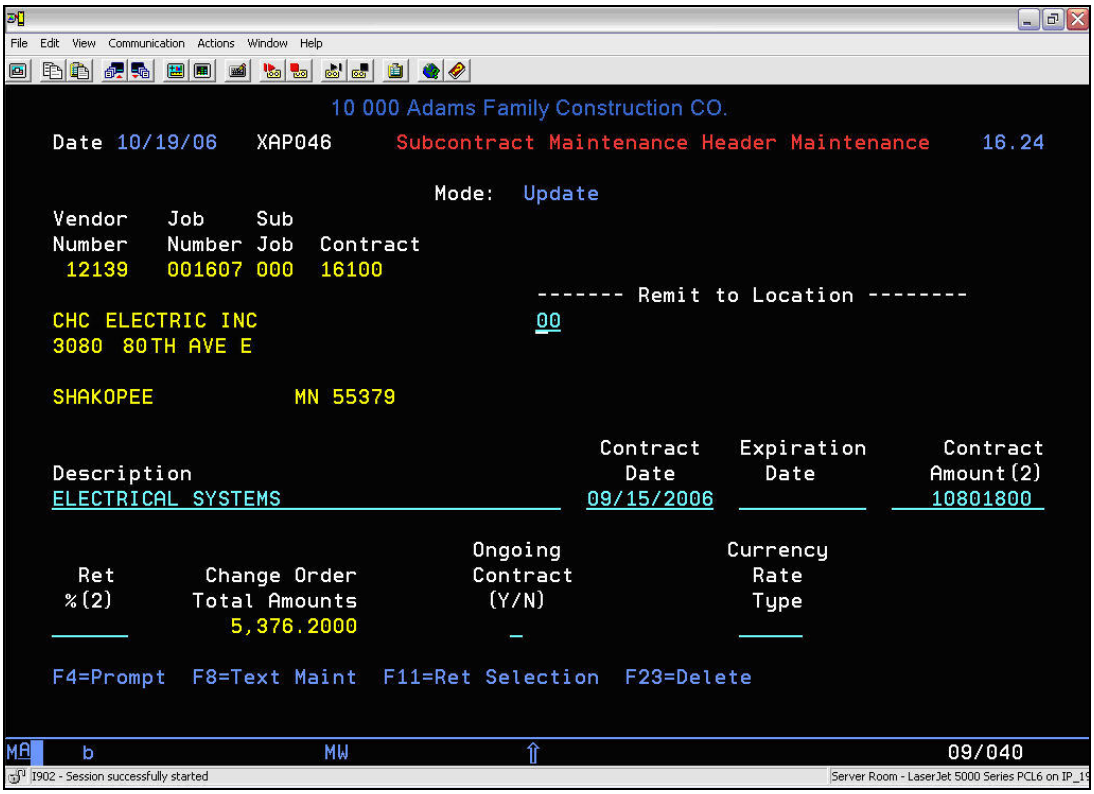
Click **Save Changes** to finalize the subcontract.



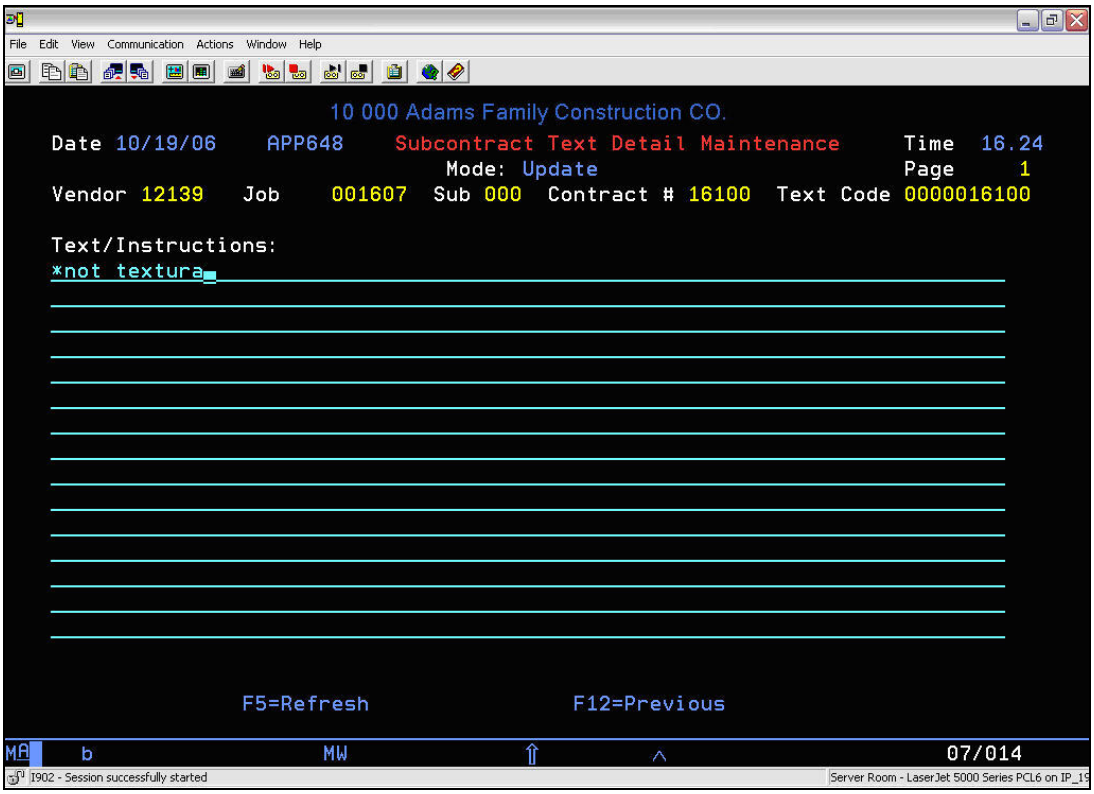
Removing the subcontract from Textura-managed status

To remove a subcontract from Textura-managed status, the user must change the keyword from ***textura** to ***not textura**. It is not sufficient to simply delete the keyword ***textura**.

From the Subcontract Maintenance Header Maintenance, press **F8** = Text Maint.



On the Subcontract Text Detail Maintenance screen, change the keyword in the Text/Instructions area from ***textura** to ***not textura**.


File Edit View Communication Actions Window Help
10 000 Adams Family Construction CO.
Date 10/19/06 APP648 Subcontract Text Detail Maintenance Time 16.24
Mode: Update Page 1
Vendor 12139 Job 001607 Sub 000 Contract # 16100 Text Code 0000016100
Text/Instructions:
*not textura
F5=Refresh F12=Previous
MA b MW 07/014
I902 - Session successfully started
Server Room - LaserJet 5000 Series PCL6 on IP_19

4 Subcontract Change Orders Interface

Entering Subcontract Change Orders in CMS

Subcontract change orders should be entered into CMS as they are today. If the subcontract change order is related to a Textura-managed subcontract, it will automatically be tagged for download to Textura.

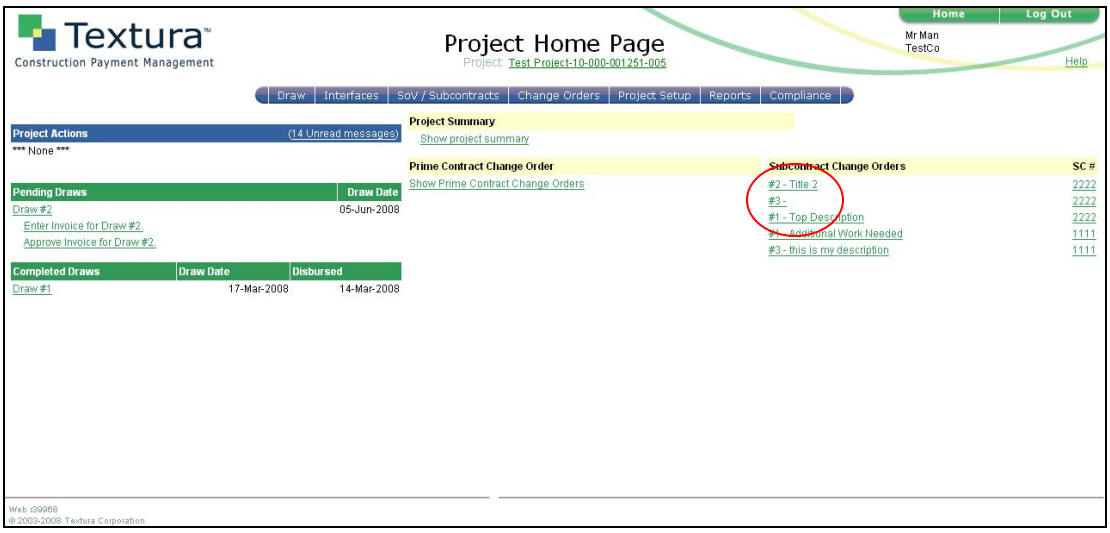
Exporting subcontract change orders to Textura

The process of exporting subcontract change orders to Textura will be managed by the AS400 Job Scheduler. See "Section 7: Textura Send/Receive Scheduler" for more information on scheduling the job to download subcontracts and subcontract change orders.

Viewing Subcontract Change Orders in Textura

The Subcontract Change Order will automatically be applied to the Subcontract. Once downloaded, the user may view the change order from the Project Home Page.

Click on the show Subcontract Change Orders link.



The Subcontractor will be required to allocate the change order to their schedule of values. There is no further action for the GC.

5 Legal Document Interface

Entering Legal Document Requirements in CMS

Legal document requirements should be entered into CMS as they are today. If the subcontract is a Textura-managed subcontract, the legal document information will automatically be tagged for download to Textura.

Exporting subcontract change orders to Textura

The process of exporting Legal Document requirements to Textura will be managed by the AS400 Job Scheduler. See "Section 7: Textura Send/Receive Scheduler" for more information on scheduling the job to download subcontracts and subcontract change orders.

Viewing Legal Document Requirements in Textura

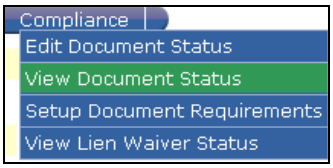
Each time the legal document import is run; all status data for each subcontractor relative to the compliance documents stored in CMS will be refreshed with the data in the import file. The status for each legal document is as follows:

- If there is no information regarding the requirement for the subcontractor, the status is set to "Not received."
- If there is an existing record for the requirement for the subcontractor that has a status of "Not Applicable," the status will remain at "Not Applicable."
- If information is supplied for a particular requirement for a subcontractor, the status should be set to "Received."

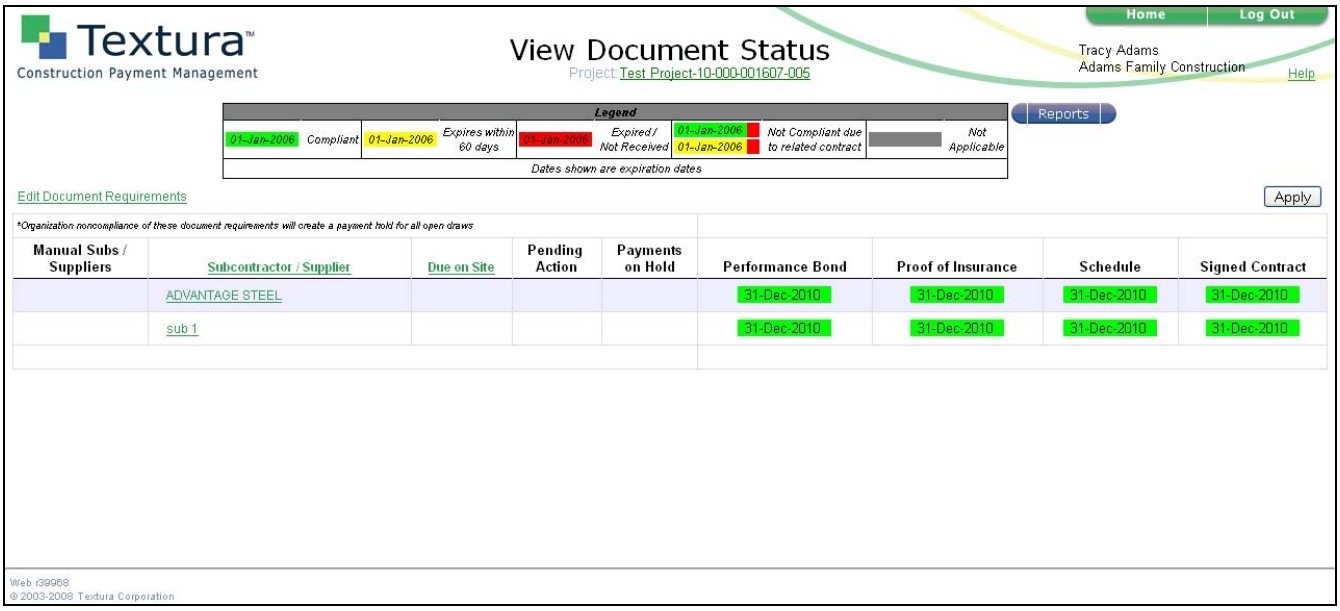
The first time a project is included in the import file, Textura will automatically add the compliance document requirements exported out of CMS to that project .Enforcement will be set to **"Advise Only**" for all requirements and "**Track Expiration**" will be turned on only if there are expiration dates in the export file.

To view the imported legal document requirements,

1. From the Project Home Page, click the **Compliance** menu and select **View Document Status**.

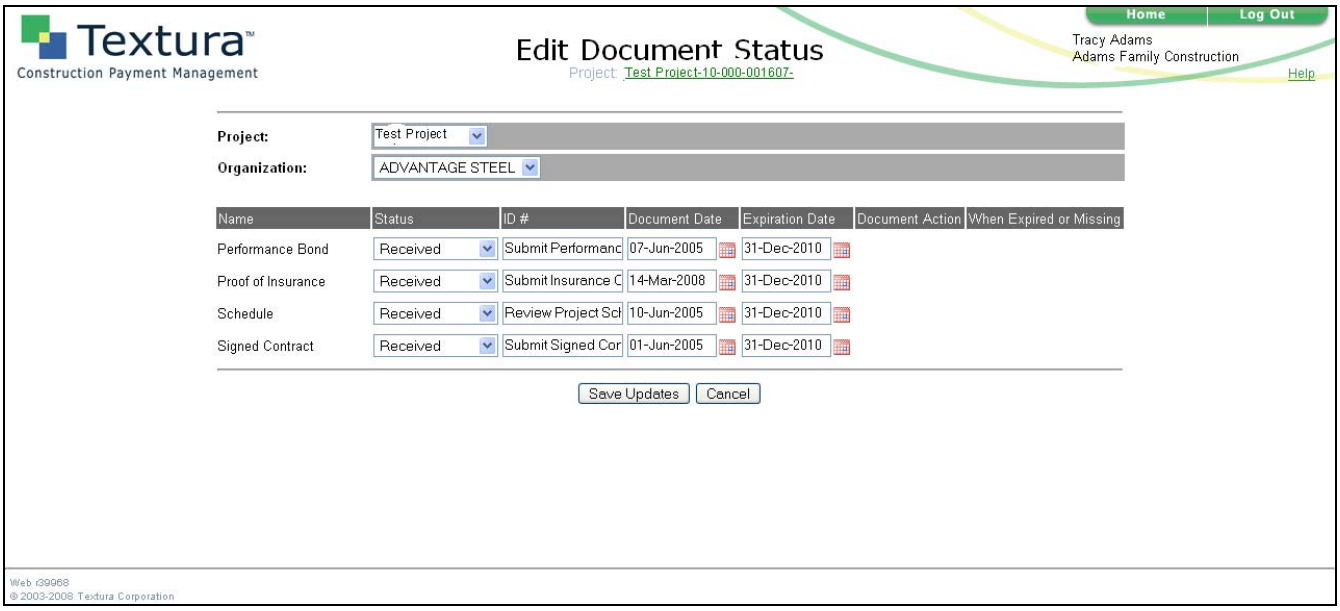


The system displays the Legal Document Status page, which identifies the imported legal documents and their status.



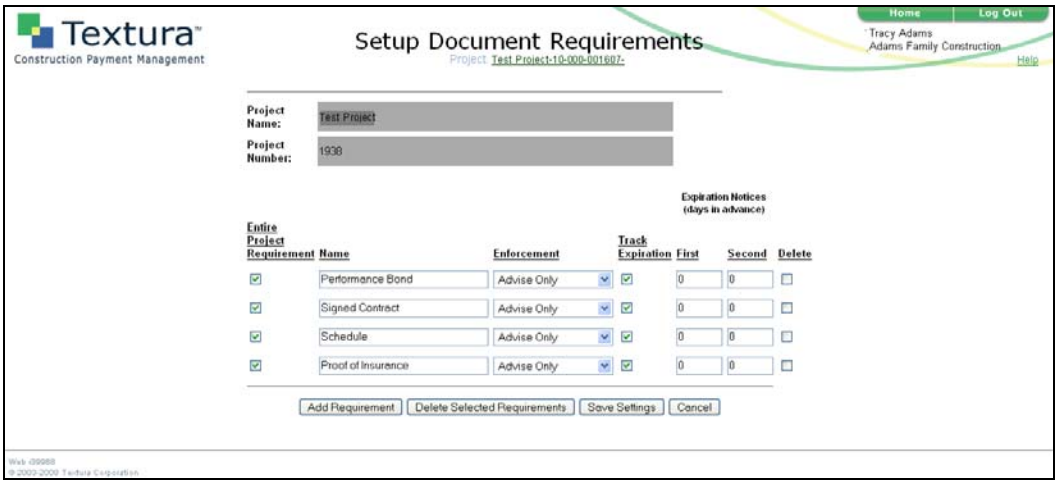
2. Click the Subcontractor link to view the document detail.

The system displays the Legal Document View page listing the documents that were imported for the subcontractor. The Status, ID #, and dates are populated with the import information.



3. To edit legal document requirements, return to the Legal Document Status page and click **Edit Legal Document Requirements**.

4. Add/Delete document requirements as appropriate and click **Save Settings**.



5. When finished, return to your Project Home Page.

6 Subcontractor Invoices Interface

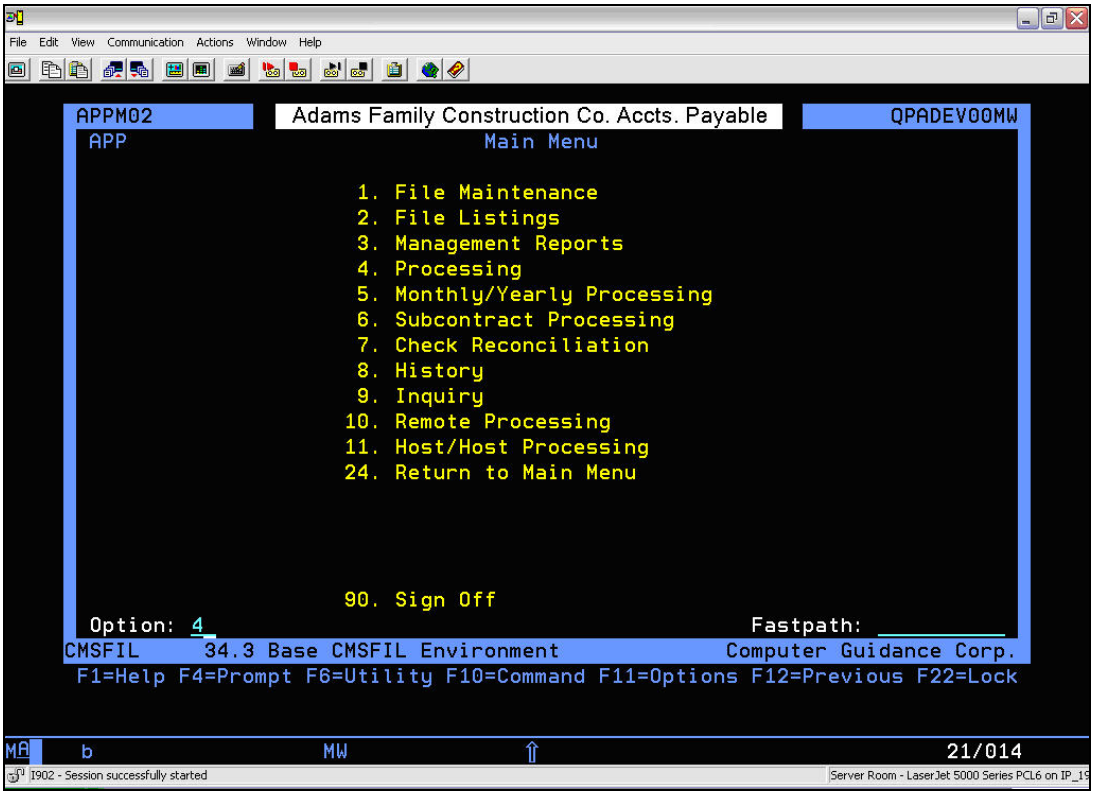
Once a subcontractor invoice has been approved in Textura, it will be tagged for download to CMS at the next scheduled time. Invoices will typically be downloaded to CMS once a day. The batch import process to enter subcontractor invoices will create an open payable and update the subcontract record.

Note: If a user approves an invoice in Textura and later rejects that invoice for changes, the user will need to modify the Open Payable record in CMS once the new invoice record is approved in Textura. It will be identified on the edit report as a duplicate invoice number.

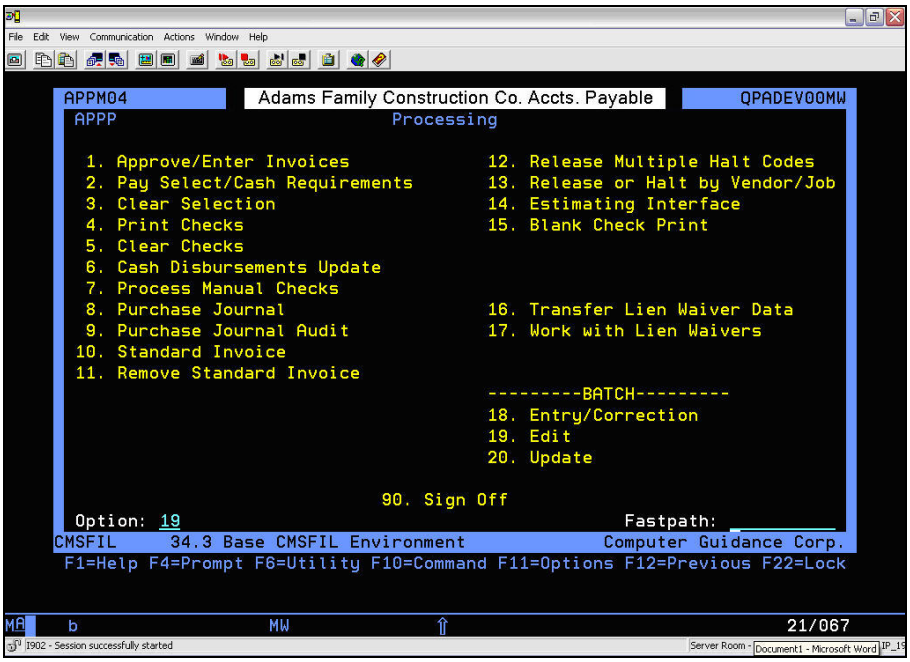
Completing the Batch Import process in CMS

On a daily basis, a user will be responsible for completing the batch import process to enter the approved subcontractor invoices into CMS. This process will include an edit function to review the information and an update function to create the Open Payables and Update the subcontract.

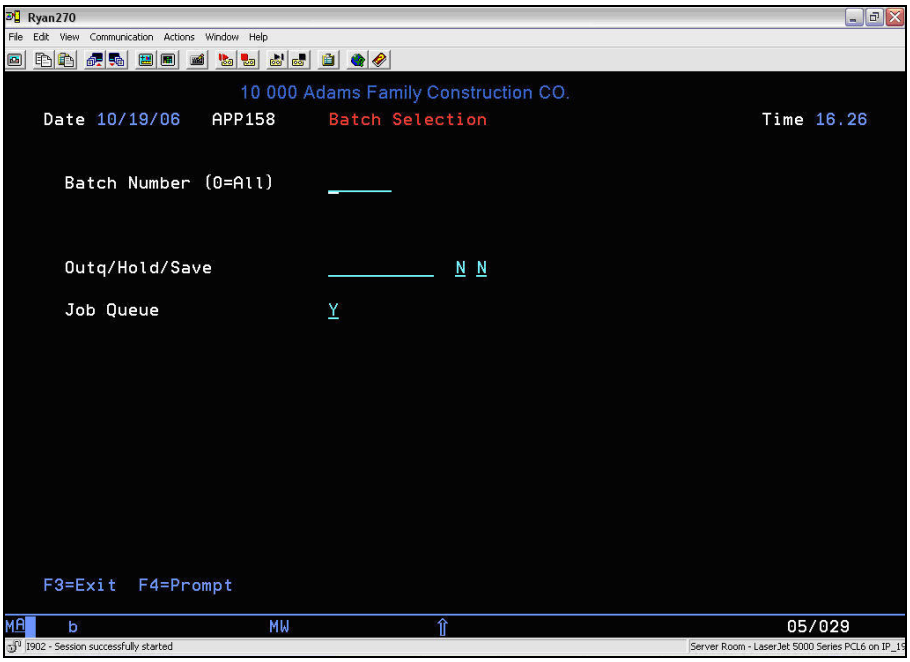
1. From the Accounts Payable main menu, select option **4: Processing**.



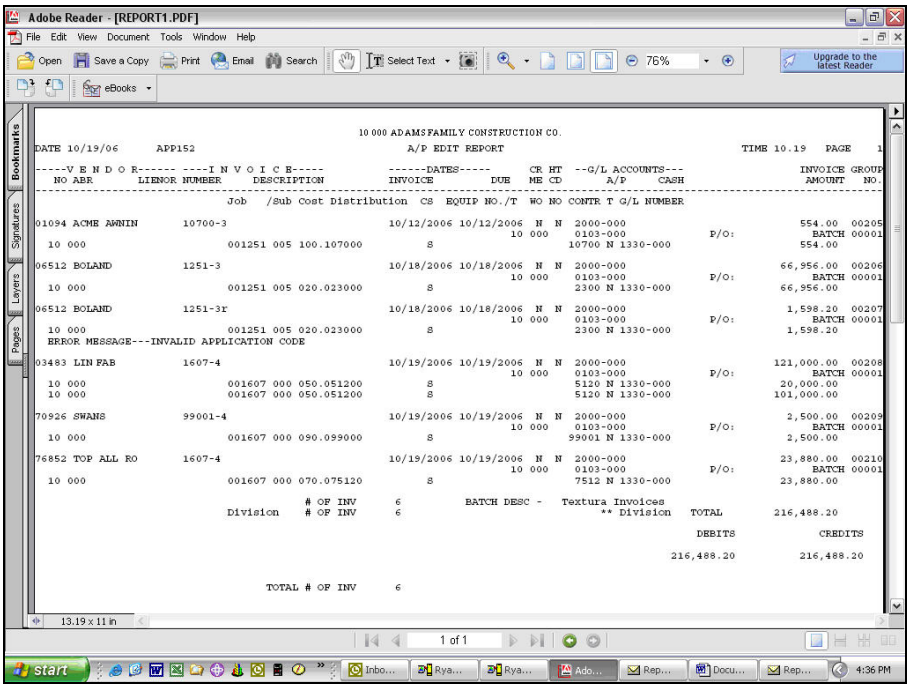
2. From the Batch menu, select option **19: Edit**.



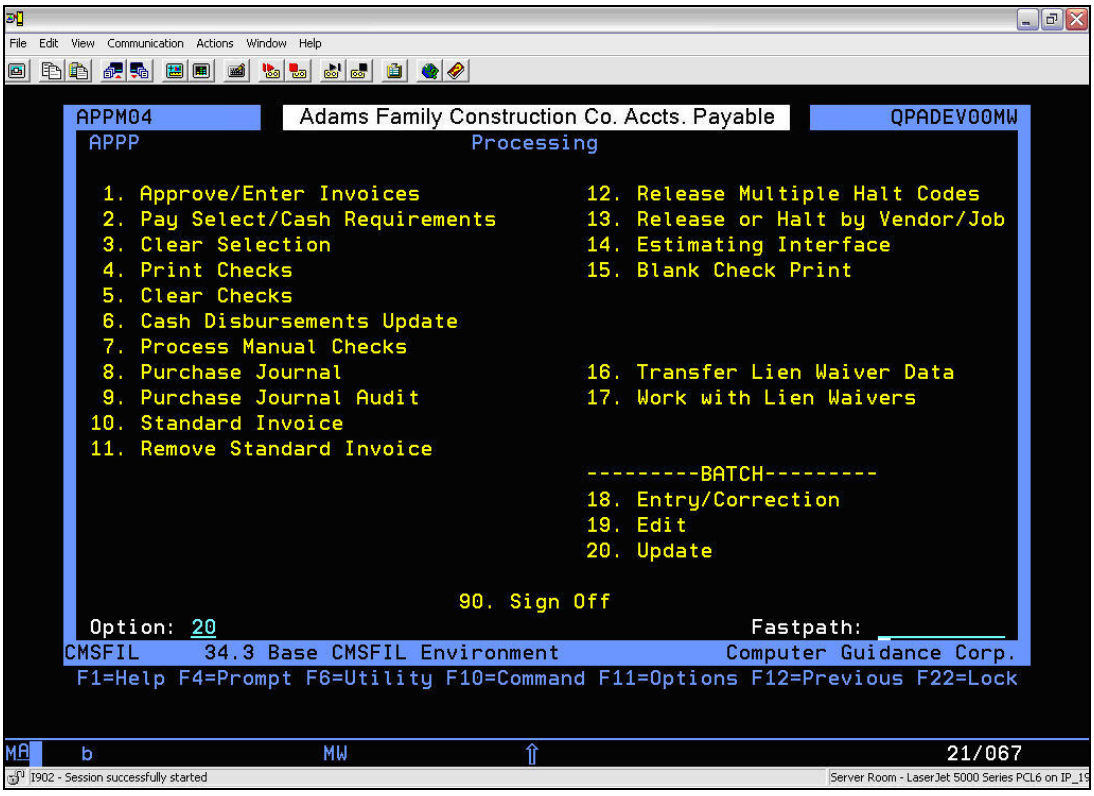
3. Type the appropriate output location to view the edit report in the **Outq/Hold/Save** field.



4. Below is a sample of the edit report. It lists all invoices to be posted, as well as identifies errors.



5. When satisfied with the data to be update, from the **Batch** menu, select **20. Update**.



The update function will create an open payable record for the invoice and update the subcontract with the invoice information.

7 Subcontractor ACH Payments Interface

Disbursing Funds in Textura

Once funds have been disbursed, the ACH payment information will be provided to the CMS interface for posting. Only ACH payment information will be provided to CMS for posting. Any checks written against a Textura invoice are assumed to have been written in CMS and posted against the appropriate invoice.

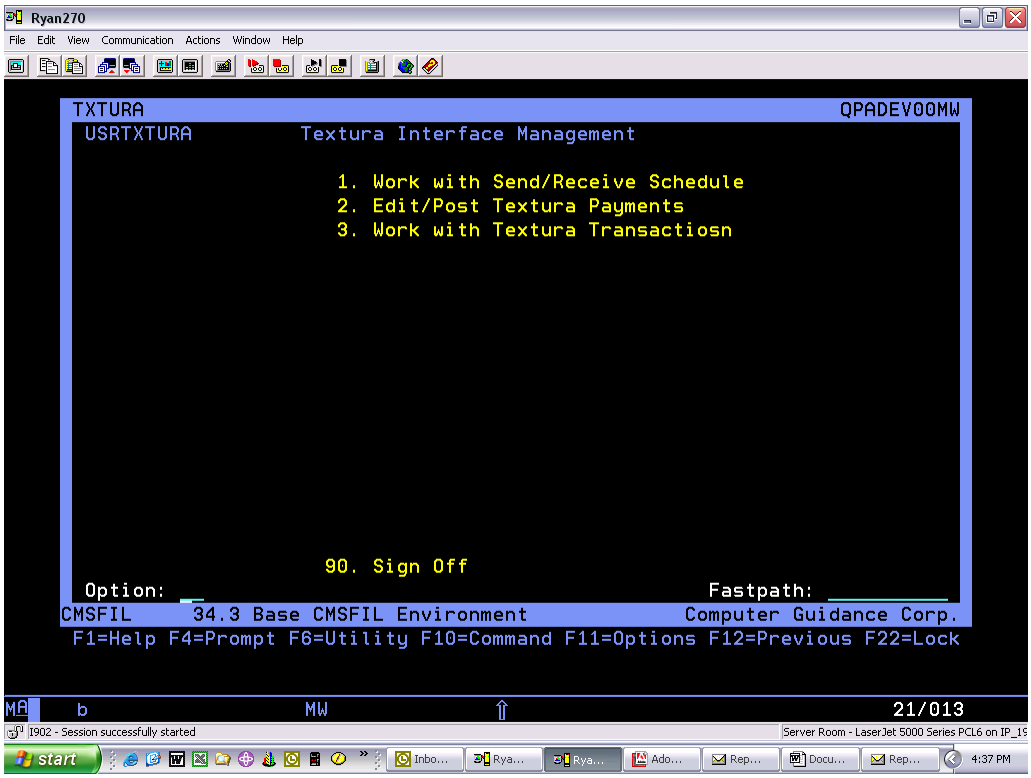
Export/Import Process

ACH Payments will be downloaded from Textura and formatted for a batch import into CMS on a daily basis. The program to format the file for batch process will be managed by the AS400 Job Scheduler. See “Section 7: Textura Send/Receive” for more information on scheduling the job to format the batch import file.

Completing payment posting in CMS

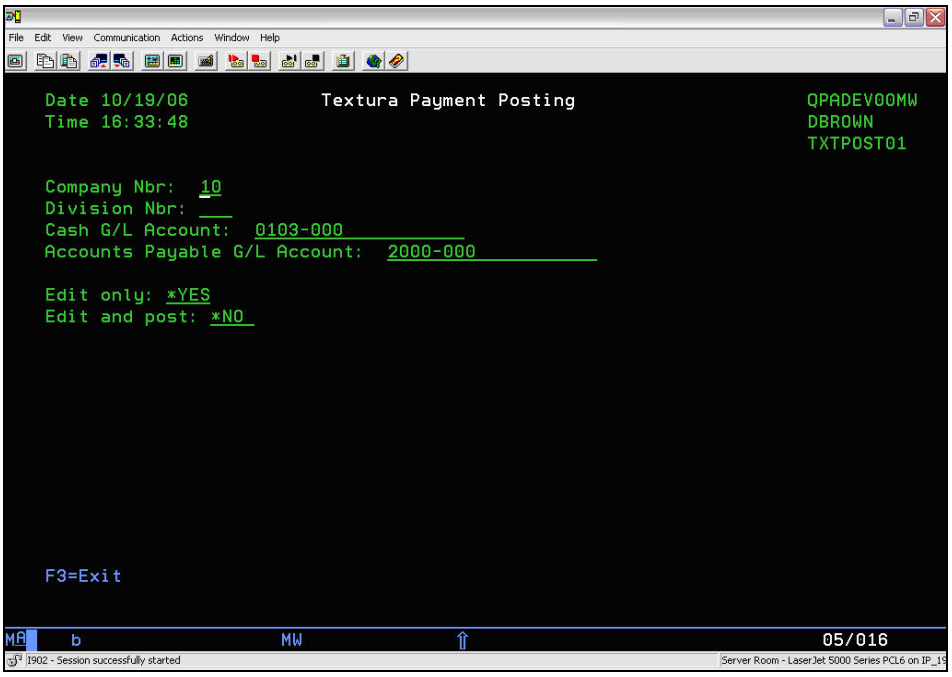
1. Navigate to the Textura Interface Management screen by typing **TXTURA** in the **Fastpath:** link at the bottom of the screen.

2. Select 2. Edit/Post Textura Payments.

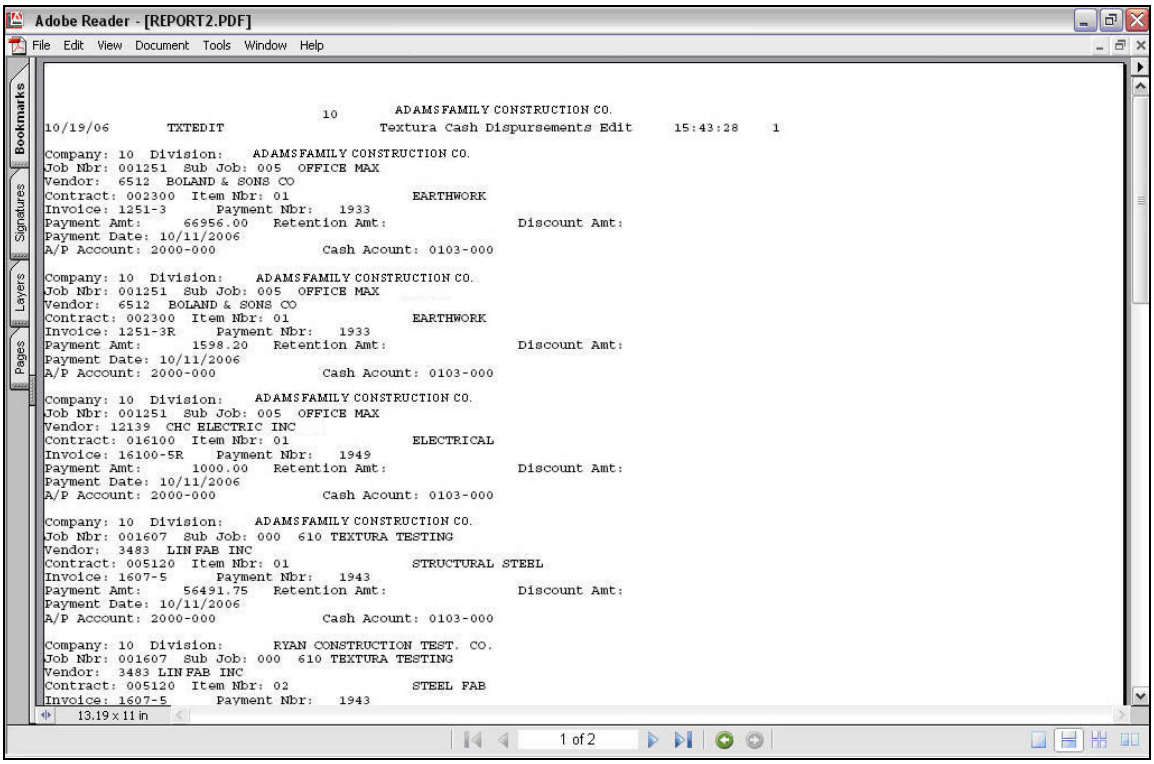


3. Type the **Company Number** and **Division Number** in the appropriate locations.

The system automatically populates the Cash G/L Account and Accounts Payable G/L Account with the default accounts.

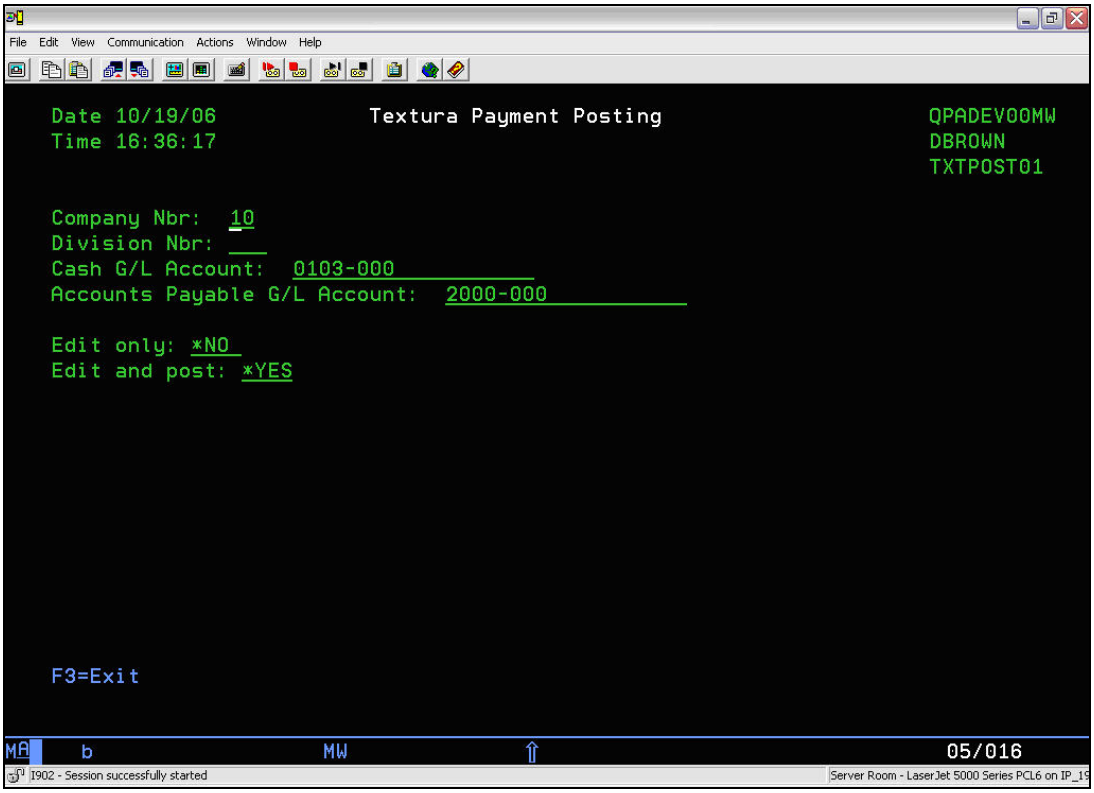


4. The Edit only option will generate a report outlining the information to be posted in this batch.


Adobe Reader - [REPORT2.PDF]
File Edit View Document Tools Window Help
Bookmarks
Signatures
Layers
Pages
10 ADAMS FAMILY CONSTRUCTION CO.
10/19/06 TXTEDIT Textura Cash Dispursements Edit 15:43:28 1
Company: 10 Division: ADAMS FAMILY CONSTRUCTION CO.
Job Nbr: 001251 Sub Job: 005 OFFICE MAX
Vendor: 6512 BOLAND & SONS CO
Contract: 002300 Item Nbr: 01 EARTHWORK
Invoice: 1251-3 Payment Nbr: 1933
Payment Amt: 66956.00 Retention Amt: Discount Amt:
Payment Date: 10/11/2006
A/P Account: 2000-000 Cash Acount: 0103-000
Company: 10 Division: ADAMS FAMILY CONSTRUCTION CO.
Job Nbr: 001251 Sub Job: 005 OFFICE MAX
Vendor: 6512 BOLAND & SONS CO
Contract: 002300 Item Nbr: 01 EARTHWORK
Invoice: 1251-3R Payment Nbr: 1933
Payment Amt: 1598.20 Retention Amt: Discount Amt:
Payment Date: 10/11/2006
A/P Account: 2000-000 Cash Acount: 0103-000
Company: 10 Division: ADAMS FAMILY CONSTRUCTION CO.
Job Nbr: 001251 Sub Job: 005 OFFICE MAX
Vendor: 12139 CHC ELECTRIC INC
Contract: 016100 Item Nbr: 01 ELECTRICAL
Invoice: 16100-5R Payment Nbr: 1949
Payment Amt: 1000.00 Retention Amt: Discount Amt:
Payment Date: 10/11/2006
A/P Account: 2000-000 Cash Acount: 0103-000
Company: 10 Division: ADAMS FAMILY CONSTRUCTION CO.
Job Nbr: 001607 Sub Job: 000 610 TEXTURA TESTING
Vendor: 3483 LIN FAB INC
Contract: 005120 Item Nbr: 01 STRUCTURAL STEEL
Invoice: 1607-5 Payment Nbr: 1943
Payment Amt: 56491.75 Retention Amt: Discount Amt:
Payment Date: 10/11/2006
A/P Account: 2000-000 Cash Acount: 0103-000
Company: 10 Division: RYAN CONSTRUCTION TEST. CO.
Job Nbr: 001607 Sub Job: 000 610 TEXTURA TESTING
Vendor: 3483 LIN FAB INC
Contract: 005120 Item Nbr: 02 STEEL FAB
Invoice: 1607-5 Payment Nbr: 1943
13.19 x 11 in
1 of 2

5. When satisfied with the data to be updated, from the Batch menu, select **20. Update**.

6. When satisfied with the data to be updated, type ***Yes** in the **Edit and post** field to post the data.



The Edit and Post function will update the

- Open Payable,
- Subcontract, and
- G/L.

8 Textura Send/Receive Scheduler

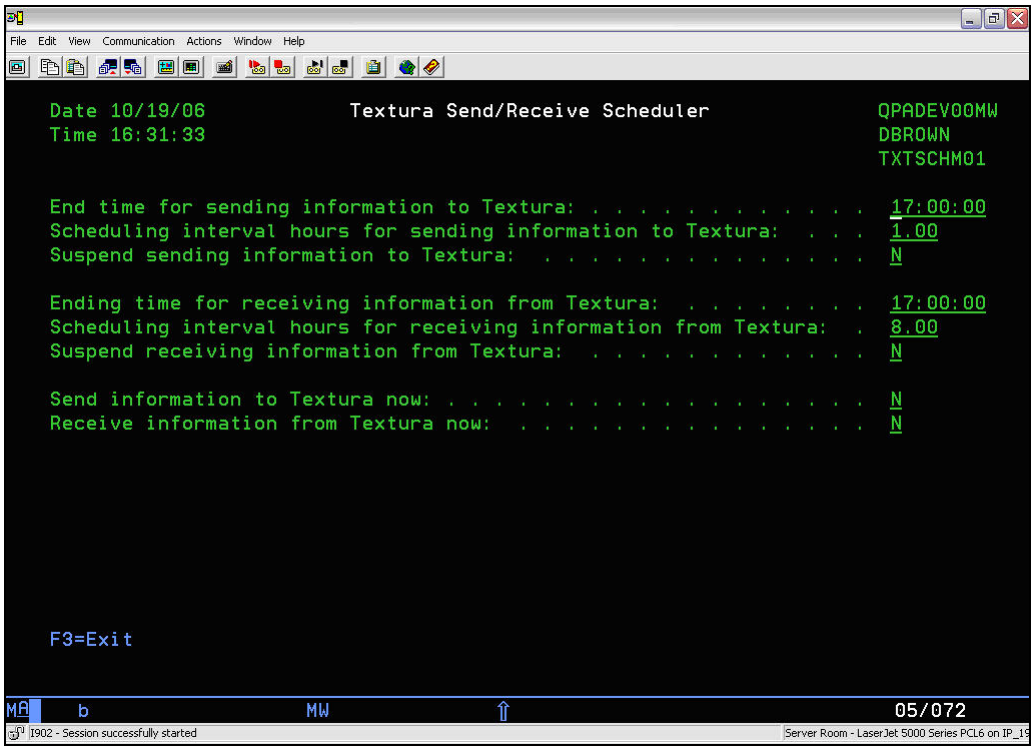
The Textura Send/Receive Scheduler can be used to manage the timing of the regularly scheduled transfers, as well as to initiate an ad hoc transfer.

Sending Information

The first three lines relate to sending information (i.e., subcontracts, subcontract change orders, and legal document requirements) to Textura. Exporting information to Textura will be scheduled to run at certain intervals during the day. For example, the program to send subcontracts may be scheduled to kick-off for the first time **during the day at 7:00 am** and then to run every 2 hours during the day. Subcontracts and Subcontract Change Orders will be downloaded at the same time.

The fields are:

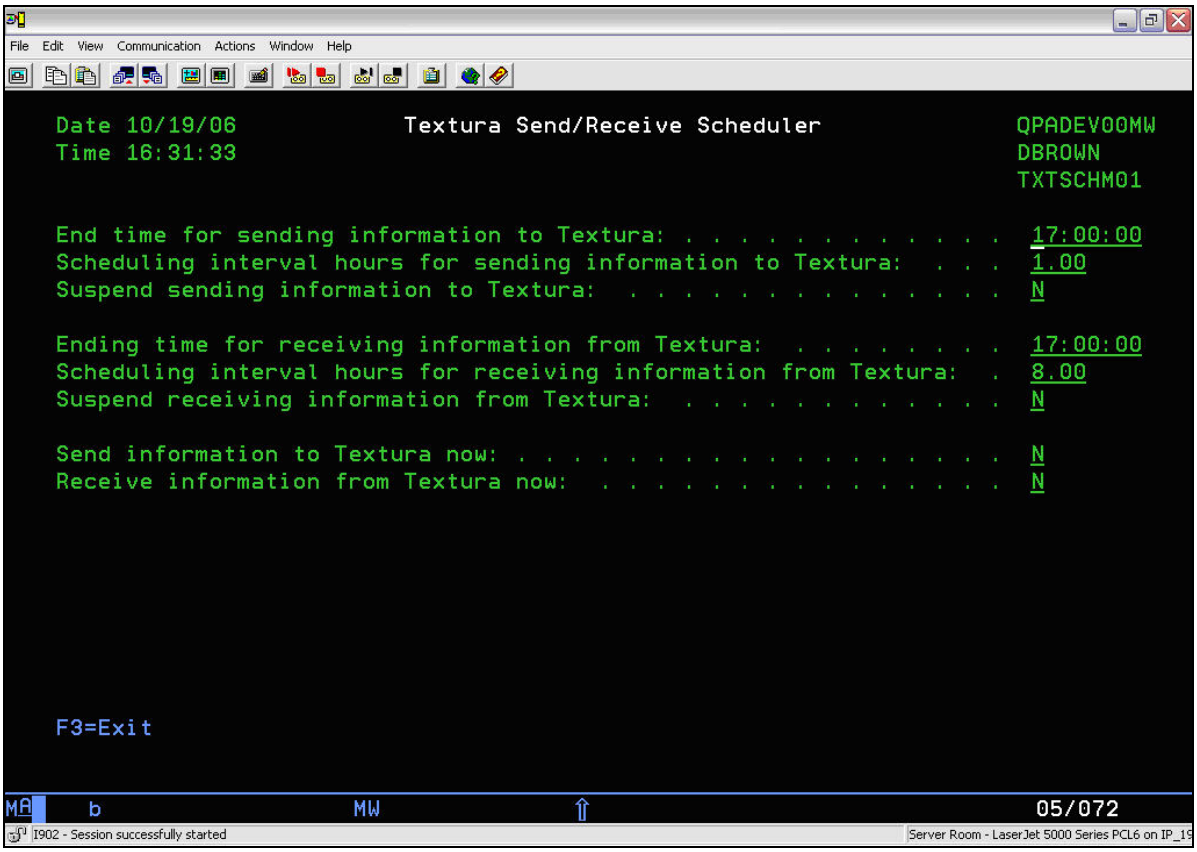
Field	Definition
End time for sending information to Textura	This field sets the time after which the send program will no longer run for the day. It will start again the next time it is scheduled to kick-off.
Scheduling interval hours for sending information to Textura	This field sets the interval time between send sessions. After the first send session is kicked-off in the morning, the program will run at intervals set by this field. In the example below, the send session will run every 1 hour until 5:00 pm.
Suspend sending information to Textura	This field will default to No (**N**). The user can stop the send program by changing this field to Yes (**Y**).


File Edit View Communication Actions Window Help
Date 10/19/06
Time 16:31:33
Textura Send/Receive Scheduler
QPADEV00MW
DBROWN
TXTSCHM01
End time for sending information to Textura: 17:00:00
Scheduling interval hours for sending information to Textura: . . . 1.00
Suspend sending information to Textura: . . . . . N
Ending time for receiving information from Textura: 17:00:00
Scheduling interval hours for receiving information from Textura: . 8.00
Suspend receiving information from Textura: . . . . . N
Send information to Textura now: . . . . . N
Receive information from Textura now: . . . . . N
F3=Exit
MA b MW 05/072
I902 - Session successfully started
Server Room - LaserJet 5000 Series PCL6 on IP_19

Receiving Information

The second three lines relate to receiving information (i.e., subcontractor invoices and subcontractor ACH payments) from Textura. The fields are:

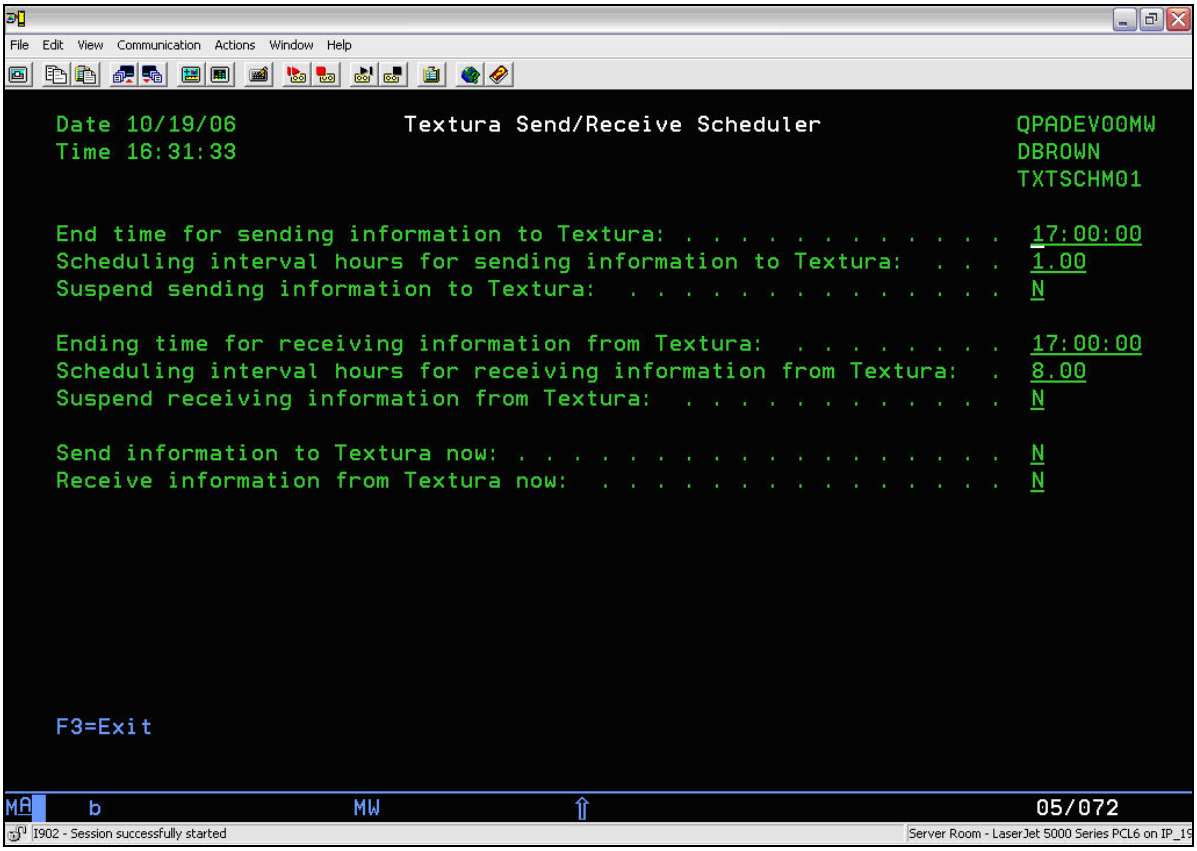
Field	Definition
Ending time for receiving information from Textura	This field sets the time after which the receive program will no longer run for the day. It will start again the next time it is scheduled to kick-off.
Scheduling interval hours for receiving information from Textura	This field sets the interval time between receive sessions. After the first receive session is kicked-off in the morning, the program will run at intervals set by this field. In the example below, the send session will run every 8 hours until 5:00 pm. If the program is kicked off at 7:00 am in the morning, it will run at 7:00 am and 3:00 pm each day.
Suspend receiving information to Textura	This field will default to No (**N**). The user can stop the receive program by changing this field to Yes (**Y**).


File Edit View Communication Actions Window Help
Date 10/19/06
Time 16:31:33
Textura Send/Receive Scheduler
QPADEV00MW
DBROWN
TXTSCHM01
End time for sending information to Textura: 17:00:00
Scheduling interval hours for sending information to Textura: . . . 1.00
Suspend sending information to Textura: . . . . . N
Ending time for receiving information from Textura: 17:00:00
Scheduling interval hours for receiving information from Textura: . 8.00
Suspend receiving information from Textura: . . . . . N
Send information to Textura now: . . . . . N
Receive information from Textura now: . . . . . N
F3=Exit
MA b MW 05/072
I902 - Session successfully started
Server Room - LaserJet 5000 Series PCL6 on IP_19

Initiating the Program Ad Hoc

The last two lines relate to initiating the programs in an ad hoc fashion at any time during the day. For example, if the user has entered subcontract change orders into CMS that they need available in Textura for subcontractor billing, the user could choose to initiate the send program from this screen by changing the N to Y in the "Send Information to Textura now" field. The fields are:

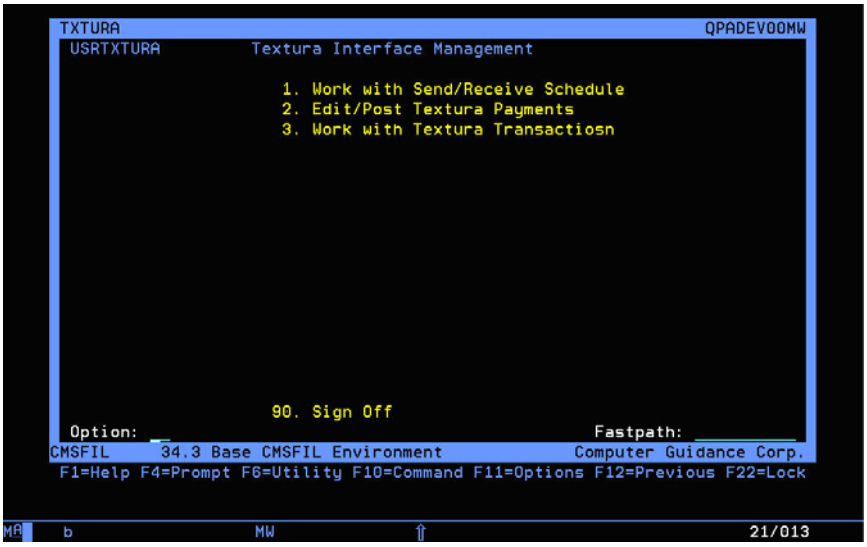
Field	Definition
Send information to Textura now	Initiate the send program immediately.
Receive information from Textura now	Initiate the receive program immediately


File Edit View Communication Actions Window Help
Date 10/19/06
Time 16:31:33
Textura Send/Receive Scheduler
QPADEV00MW
DBROWN
TXTSCHM01
End time for sending information to Textura: 17:00:00
Scheduling interval hours for sending information to Textura: . . . 1.00
Suspend sending information to Textura: . . . . . N
Ending time for receiving information from Textura: 17:00:00
Scheduling interval hours for receiving information from Textura: . 8.00
Suspend receiving information from Textura: . . . . . N
Send information to Textura now: . . . . . N
Receive information from Textura now: . . . . . N
F3=Exit
MA b MW 05/072
I902 - Session successfully started
Server Room - LaserJet 5000 Series PCL6 on IP_19

9 Work with Textura Transactions

Option #3 Work with Textura Transaction

The **Work with Textura Transactions** menu can be used to manage the individual send/receive records for subcontracts, subcontract change orders, legal document requirements, invoices, and payments. You can access this menu by typing **TXTURA** in the **Fastpath** field.



Summary of Available Actions

When you select Option 3 from the Textura Interface Management menu,

Type your **Company** and **Division**.

Select the type of transaction with which you would like to work.

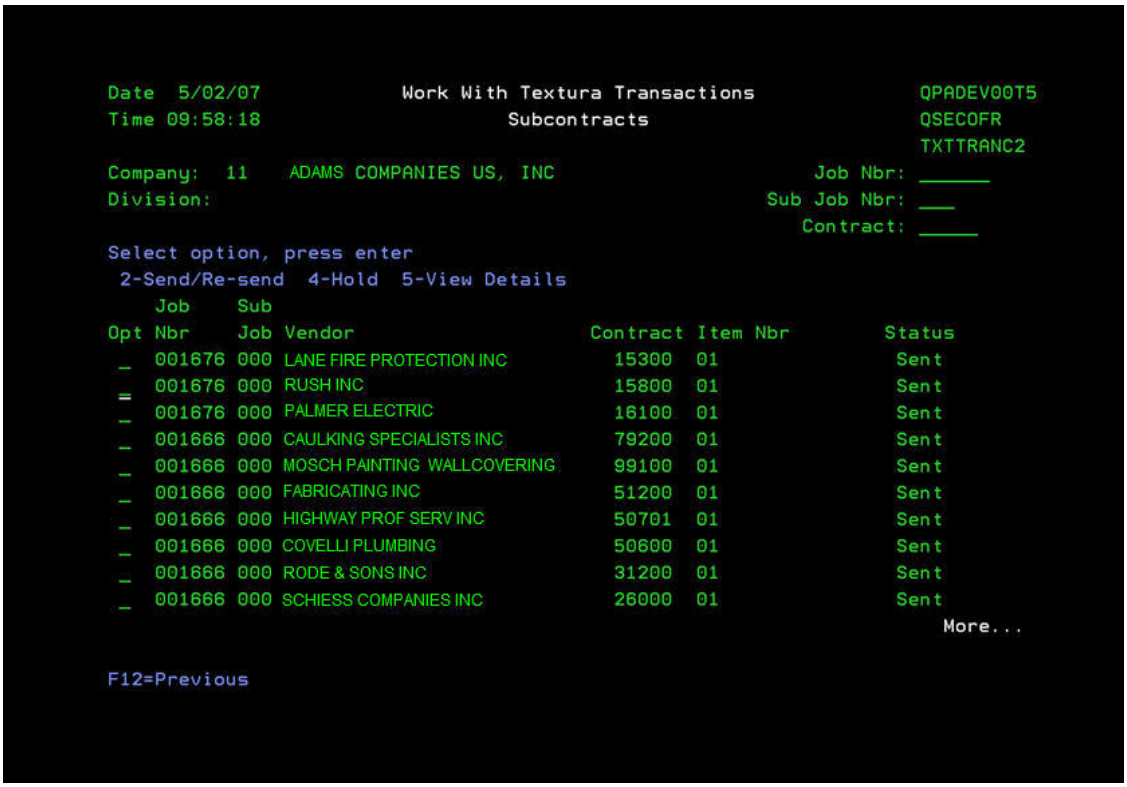
Date 5/02/07
Work With Textura Transactions
QPADEV00T5
Time 09:57:45
QSECOFR
TXTTRAN01
Company: 11 ADAMS COMPANIES US, INC
Division:
Transaction type: 1
1-Subcontracts
2-Subcontract Change Orders
3-Invoices
4-Payments
F3=Exit

The table below describes what actions you can complete for each type of transaction.

Transaction	Available Actions
Subcontracts	**2 – Send/Resend**: This action allows you to change the status of a subcontract record from "Sent" to "Pending." The record will be sent to Textura the next time the interface runs. **4 – Hold**: This action allows you to change a subcontract record's status from "Pending" to "Held." The record will not be sent to Textura until you change its status. **5 – View Details**: This action provides you with a view of the subcontract record details in a single screen with information such as job, sub-job, vendor id, vendor name, contract number, item number, contract amount, retention percent, and status.
Subcontract Change Orders	**2 – Send/Resend**: This action allows the user to change the status of a subcontract change order record from "Sent" to "Pending." The record will be sent to Textura the next time the interface runs. **4 – Hold**: This action allows you to change the status of a subcontract change order record from "Pending" to "Held." The record will not be sent to Textura until you change its status. **5 – View Details**: This action provides you with a view of the subcontract change order record details in a single screen with information such as job, sub-job, vendor id, vendor name, contract number, item number, change order number, sequence number, change order description, change order amount, and status.
Invoices	**5 – View Details**: This action provides you with a view of the invoice record details in a single screen with information such as job, sub-job, vendor id, vendor name, contract number, item number, cost distribution, invoice amount, retention amount, invoice number, description (i.e., partial or final), and indication of retention only invoices.
Payments	**3 – Release**: This action allows you to release a previously held payment making it available to be posted. **4 – Hold**: This action allows you to change the status of a payment record from "Pending" to "Held." Once on hold, a payment record will no longer display on the payment edit report. **5 – View Details**: This action provides the user a view of the payment record details in a single screen with information such as job, sub-job, vendor id, vendor name, contract number, item number, cost distribution, payment number, payment amount, payment date, invoice amount, retention amount, invoice number, invoice date, and description (i.e., partial or final).

Subcontracts

You can filter the records by Job Number, Sub-Job Number, and Contract.


Date 5/02/07
Work With Textura Transactions
QPADEV00T5
Time 09:58:18
Subcontracts
QSECOFR
TXTTRANC2
Company: 11 ADAMS COMPANIES US, INC
Job Nbr:
Division:
Sub Job Nbr:
Contract:
Select option, press enter
2-Send/Re-send 4-Hold 5-View Details
Opt Job Nbr Sub Job Vendor Contract Item Nbr Status
_ 001676 000 LANE FIRE PROTECTION INC 15300 01 Sent
_ 001676 000 RUSH INC 15800 01 Sent
_ 001676 000 PALMER ELECTRIC 16100 01 Sent
_ 001666 000 CAULKING SPECIALISTS INC 79200 01 Sent
_ 001666 000 MOSCH PAINTING WALLCOVERING 99100 01 Sent
_ 001666 000 FABRICATING INC 51200 01 Sent
_ 001666 000 HIGHWAY PROF SERV INC 50701 01 Sent
_ 001666 000 COVELLI PLUMBING 50600 01 Sent
_ 001666 000 RODE & SONS INC 31200 01 Sent
_ 001666 000 SCHIESS COMPANIES INC 26000 01 Sent
More...
F12=Previous

The options for working with subcontracts are listed above the records. These include:

2 – Send/Resend

4 – Hold

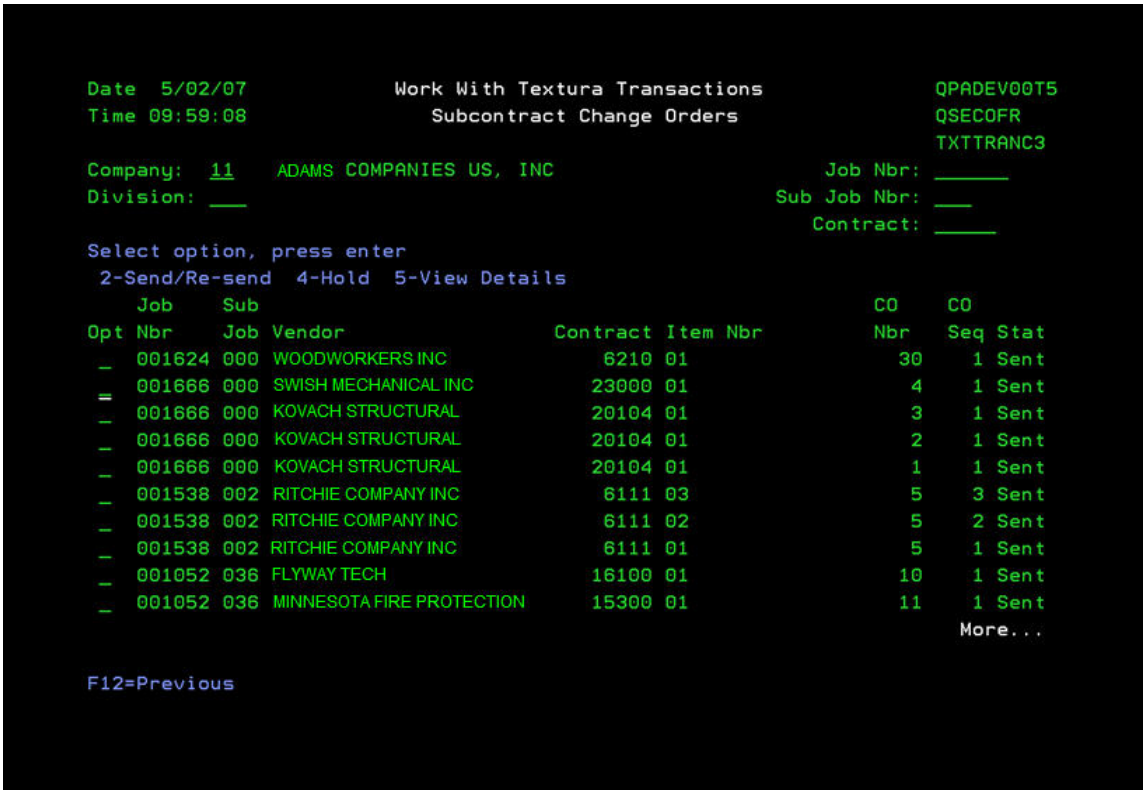
5 – View Details

Options 2 and 4 change the status as listed on this screen.

Option 5 displays the details of the subcontract record as shown below.

Subcontract Change Orders

You can filter the records by Job Number, Sub-Job Number, and Contract.


Date 5/02/07
Time 09:59:08
Work With Textura Transactions
Subcontract Change Orders
QPADEV00T5
QSECOFR
TXTTRANC3
Company: 11 ADAMS COMPANIES US, INC
Division:
Job Nbr:
Sub Job Nbr:
Contract:
Select option, press enter
2-Send/Re-send 4-Hold 5-View Details
Opt Job Nbr Sub Job Vendor Contract Item Nbr CO Nbr CO Seq Stat
_ 001624 000 WOODWORKERS INC 6210 01 30 1 Sent
= 001666 000 SWISH MECHANICAL INC 23000 01 4 1 Sent
_ 001666 000 KOVACH STRUCTURAL 20104 01 3 1 Sent
_ 001666 000 KOVACH STRUCTURAL 20104 01 2 1 Sent
_ 001666 000 KOVACH STRUCTURAL 20104 01 1 1 Sent
_ 001538 002 RITCHIE COMPANY INC 6111 03 5 3 Sent
_ 001538 002 RITCHIE COMPANY INC 6111 02 5 2 Sent
_ 001538 002 RITCHIE COMPANY INC 6111 01 5 1 Sent
_ 001052 036 FLYWAY TECH 16100 01 10 1 Sent
_ 001052 036 MINNESOTA FIRE PROTECTION 15300 01 11 1 Sent
More...
F12=Previous

The options for working with subcontract change orders are listed above the records. These include:

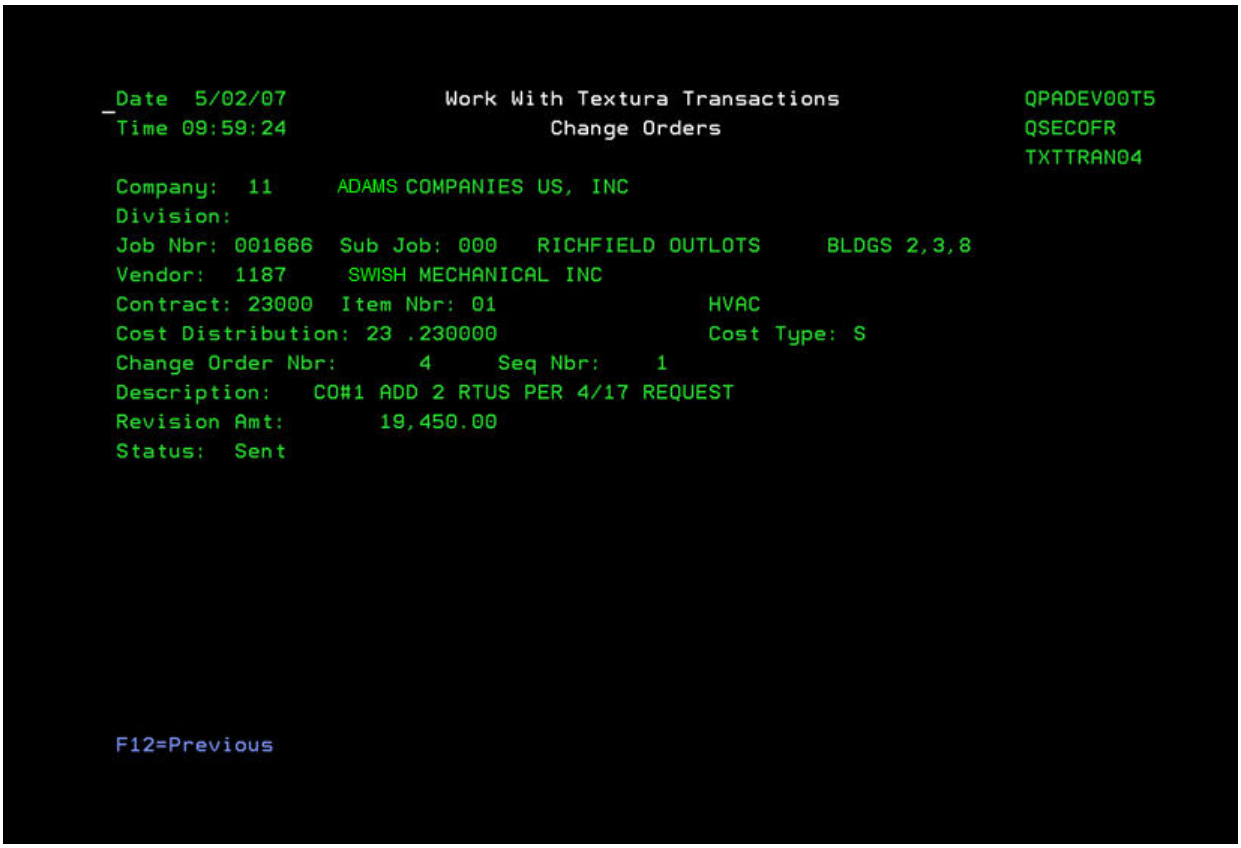
2 – Send/Resend

4 – Hold

5 – View Details

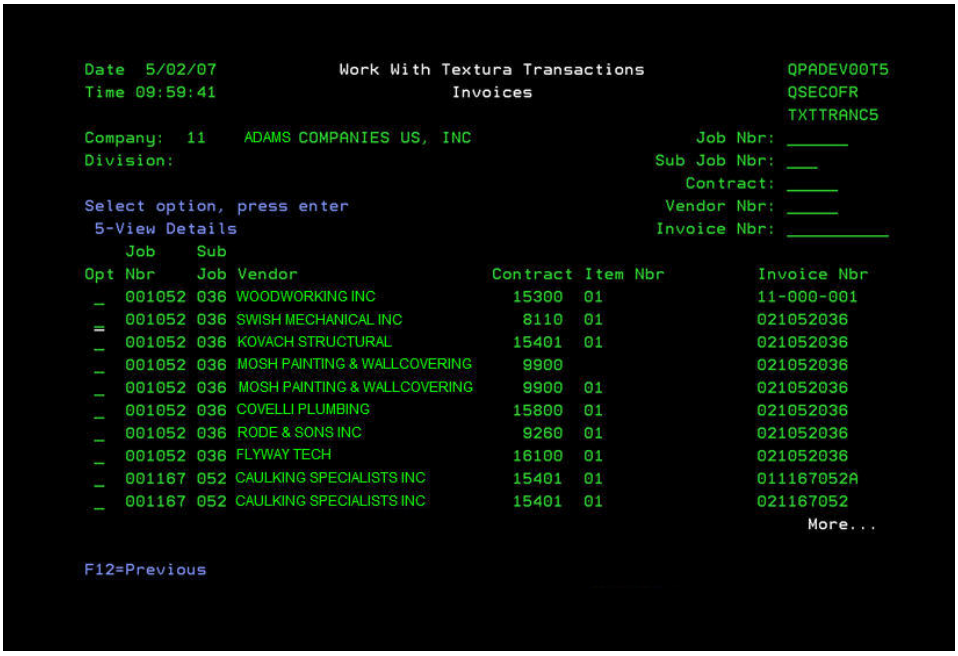
Options 2 and 4 change the status as listed on this screen.

Option 5 displays the details of the subcontract change order record as shown below.



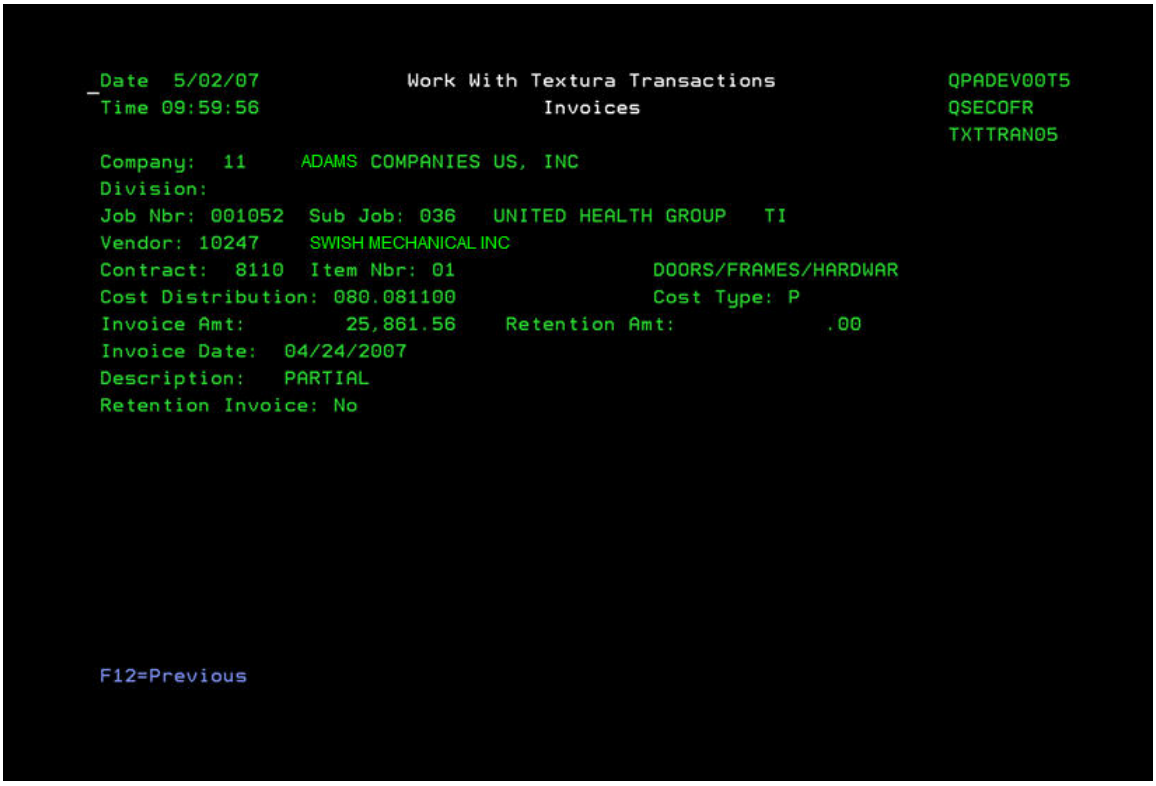
Invoices

You can filter the records by Job Number, Sub-Job Number, Contract, Vendor Number, or Invoice Number.


Date 5/02/07
Time 09:59:41
Work With Textura Transactions
Invoices
QPADEV00T5
QSECOFR
TXTTRANC5
Company: 11 ADAMS COMPANIES US, INC
Division:
Job Nbr:
Sub Job Nbr:
Contract:
Vendor Nbr:
Invoice Nbr:
Select option, press enter
5-View Details
Opt Job Nbr Sub Job Vendor Contract Item Nbr Invoice Nbr
001052 036 WOODWORKING INC 15300 01 11-000-001
001052 036 SWISH MECHANICAL INC 8110 01 021052036
001052 036 KOVACH STRUCTURAL 15401 01 021052036
001052 036 MOSH PAINTING & WALLCOVERING 9900 021052036
001052 036 MOSH PAINTING & WALLCOVERING 9900 01 021052036
001052 036 COVELLI PLUMBING 15800 01 021052036
001052 036 RODE & SONS INC 9260 01 021052036
001052 036 FLYWAY TECH 16100 01 021052036
001167 052 CAULKING SPECIALISTS INC 15401 01 011167052A
001167 052 CAULKING SPECIALISTS INC 15401 01 021167052
More...
F12=Previous

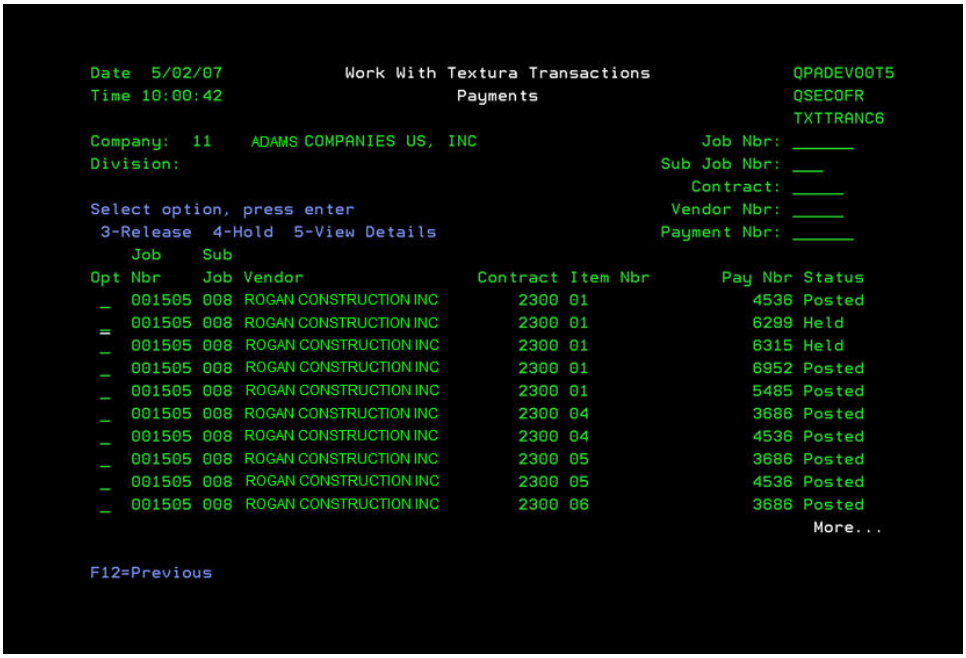
The options for working with invoices are listed above the records.

Option 5 displays the details of the invoice record as shown below.



Payments

You can filter the records by Job Number, Sub-Job Number, Contract, Vendor Number, or Payment Number.


Date 5/02/07
Work With Textura Transactions
QPADEV00T5
Time 10:00:42
Payments
QSECOFR
TXTTRANC6
Company: 11 ADAMS COMPANIES US, INC
Job Nbr:
Division:
Sub Job Nbr:
Contract:
Select option, press enter
Vendor Nbr:
3-Release 4-Hold 5-View Details
Payment Nbr:
Opt Job Nbr Sub Job Vendor Contract Item Nbr Pay Nbr Status
_ 001505 008 ROGAN CONSTRUCTION INC 2300 01 4536 Posted
_ 001505 008 ROGAN CONSTRUCTION INC 2300 01 6299 Held
_ 001505 008 ROGAN CONSTRUCTION INC 2300 01 6315 Held
_ 001505 008 ROGAN CONSTRUCTION INC 2300 01 6952 Posted
_ 001505 008 ROGAN CONSTRUCTION INC 2300 01 5485 Posted
_ 001505 008 ROGAN CONSTRUCTION INC 2300 04 3686 Posted
_ 001505 008 ROGAN CONSTRUCTION INC 2300 04 4536 Posted
_ 001505 008 ROGAN CONSTRUCTION INC 2300 05 3686 Posted
_ 001505 008 ROGAN CONSTRUCTION INC 2300 05 4536 Posted
_ 001505 008 ROGAN CONSTRUCTION INC 2300 06 3686 Posted
More...
F12=Previous

The options for working with payments are listed above the records. These include:

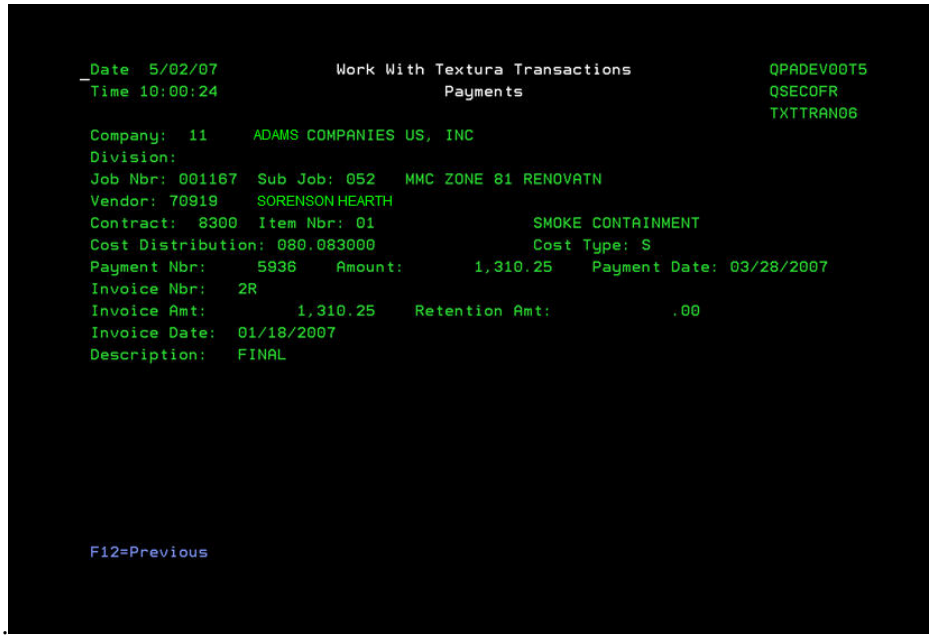
3 – Release

4 – Hold

5 – View Details

Options 3 and 4 change the status as listed on this screen.

Option 5 displays the details of the payment record as shown below:



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